

Part A
President
Retired Air Force Officers' Association
(RAFOA)
Colombo

Sir,

RESERVATION OF RETIRED AIR FORCE OFFICERS' HOLIDAY HOME AT SRI LANKA AIR FORCE ACADEMY CHINABAY -(RAFOA MEMBERSHIP NO)

1. I kindly request approval to occupy Retired Air Force Officers' Holiday Home (RAFOHH) at Sri Lanka Air Force Academy China bay from 1200 hrs on to 1000 hrs on accompanied by following guests.

<u>Name Of Occupants</u>	<u>Permanent Address</u>	<u>Occupation/ Designation</u>	<u>NIC No or Passport No</u>	<u>Age</u>	<u>Sri Lankan Citizen</u>
a.					Yes/No
b.					Yes/No
c.					Yes/No
d.					Yes/No
e.					Yes/No

2. No . Passport for children under 18 Yrs
3. The details provided above are true and correct.

Yours faithfully,
(.....)

NAME & RANK

Part B



Remarks by Secretary RAFOA

Reservation of RAFOA HB by...WING COMMANDER
CHANKA..... is recommended from 1200
hrs on ...02/10/2019..... to 1000 hrs on
.....02/10/2019.....
.....

Date:

Secretary RAFOA

Approval by President RAFOA

Approved

K,St. E. Perera

.....
PRESIDENT
RAFOA

Date: 1ST October 2019

Note:

1. Reservation charges per day: - Rs. 2000/=
2. Service charges per day: - Rs. 500/=
3. Maximum number of occupants at a time: - 06 adults including the applicant (15 yrs & above shall be considered as adult) and 3 children under 15 years
4. Maximum period of reservation: - 04days (Check in at 1200 hrs on the day of arrival and check out at 1000 hrs on the day of vacating)
5. AFHQ approval is compulsory for those who hold foreign citizenships and are required to submit their Passport numbers.

6. Persons who have been dishonorably discharged from any service or persons of unacceptable character should not be invited as guests.