

## Year 2024' Dormant Insurance

Announcement related to the insurance money during the period of service in Korea'  
(Twejikum / 퇴직금 & Return Cost Insurance/ 귀국비용보험)

In accordance with the memorandum of understanding between Sri Lanka and the Republic of South Korea, Departure Guarantee Insurance (Twejikum) which deducted from your salary during your service period in Korea and the Return Cost Insurance KRW 600,000/= can be applied for those who did not claimed yet. Application should be applied through the email address given below along with the required documents.

### **Email address – epscenterlk@yahoo.com**

- ❖ Please note that if you have already claimed the insurance or submitted an application, no payment will be done and application will not be accepted or proceeded.
- ❖ Please mention the subject of the email as “**Dormant Insurance – Name of the applicant**” when you send the application via email.
- ❖ Please note that all the applications will be accepted only via email.
- ❖ The applicant is solely responsible of sending complete application along with the required supporting documents.
- ❖ Erroneous, incomplete applications will be rejected without notice.

### **① For the applicant who is applying directly by himself/herself for insurance following returning to Sri Lanka after completing work period in Korea,**

1. Scan copy of the dully filled application (Insurance application which needs to be filled and the sample application is attached herewith)
2. Scan copy of the passport - 1<sup>st</sup> page (Biographic data page)
3. Scan copy of the National Identity card
4. Scan copy of the page in the passport with departure seal/arrival seal by immigration
5. Scan copy of the bank account (active bank account) [the name of the bank, branch, the name of the bank account holder & account number should be mentioned] (the relevant SWIFT Code should be mentioned in the application as well)

**Please note that the passport name and the name of the bank account should be similar as indicated in the below example**

**② If the applicant/insurance holder is currently in overseas and a representative is applying on behalf of him/her**

1. Scan copy of the dully filled application (Insurance application which needs to be filled and the sample application is attached herewith)
2. Scan copy of the 1<sup>st</sup> page of the passport of insurance holder (Biographic data page)
3. Scan copy of the page in the passport with departure seal/arrival seal by immigration - passport of insurance holder
4. Employee's hand written letter of authorization in English language with his /her contact number. (certified by the embassy where he/she is located)
5. Copy of the Birth certificate/marriage certificate showing the relationship of the authorized representative to the insurance holder (the document should be translated into the English language by a certified sworn translator)
6. Scan copy of the bank account of the authorized representative (active bank account)  
\* **Please note that the passport name and the name of the bank account should be similar as indicated in the below example**
7. Copy of the Passport or National Identity Card of the authorized representative

**All these documents should be 1. Certified as true copy by a lawyer → 2. Certified by the 'Consular Division' of Ministry of Foreign Affairs → 3. Certified by the Embassy of the Republic of Korea in Sri Lanka → 4. Forwarded to the EPS Center Sri Lanka via email.**

**③ If the applicant/insurance holder has returned to Sri Lanka and a representative is applying on behalf of him/her due to unavoidable circumstances**

1. Scan copy of the dully filled application (Insurance application which needs to be filled and the sample application is attached herewith)
2. Scan copy of the 1<sup>st</sup> page of the passport of insurance holder (Biographic data page)
3. Scan copy of the page in the passport with departure seal/arrival seal by immigration [Passport of insurance holder]
4. Employee's hand written letter of authorization in English language with his /her contact number.
5. Copy of the Passport or National Identity Card of the authorized representative  
\* **Please note that the passport name and the name of the bank account should be similar as indicated in the below example**
6. Scan copy of the bank account of the insurance holder (active bank account)

④ **If the insurance holder is diseased and a family member is applying on behalf of him/her**

**A.** Scan copy of the dully filled application (Insurance application which needs to be filled and the sample application is attached herewith)

**B.** Documents need to be submitted related to the diseased person

1.	Copy of the Death Certificate
2.	Copy of the Birth Certificate
3.	Copy of the 1 <sup>st</sup> page of the passport (Biographic data page)
4.	Copy of the page in the passport with departure seal/arrival seal by immigration
5.	Copy of the National Identity Card (front and back sides)

Document numbers 1, 2, 5 under section 'B' should be translated into the English language by a certified sworn translator, and submit along with the document numbers 3 and 4 to be further certification. All documents should be submitted for certification along with the original documents and photocopies.

**C.** Documents need to be submitted by the representative

1.	Copy of the Birth certificate/marriage certificate showing the relationship of the representative to the insurance holder/diseased person (Document should be translated into English language by a certified sworn translator)
2.	Scan copy of the bank account of the representative (active bank account) * <b>Please note that the passport name and the name of the bank account should be similar as indicated in the below example</b>
3.	Copy of the National Identity Card of the representative (front and back sides)

Document no 1 under 'C' section, should be translated into the English language by a certified sworn translator, submitted for certification along with document nos 2 and 3. All documents should be submitted for certification along with the original documents and photocopies.

**All these documents should be 1. Certified as true copy by a lawyer → 2. Certified by the 'Consular Division' of Ministry of Foreign Affairs → 3. Certified by the Embassy of the Republic of Korea in Sri Lanka → 4. Forwarded to the EPS Center Sri Lanka via email.**

Name of the insurance holder should be mentioned in the bank account as follows:



Example:

Passport Name:

- SURNAME - THENNAKOON MUDIYANSELAGE AMBAGAHA GEDARA
- OTHER NAMES - PRASAD PERERA

Based on the Passport name, the bank account name should be as either one of below options:

- Option 01. THENNAKOON MUDIYANSELAGE AMBAGAHA GEDARA PRASAD PERERA
- Option 02. T.M.A.G PRASAD PERERA
- Option 03. T.M.A.G. P. PERERA

\* If the insurance holder still possesses the Alien Registration card, he/she must submit it to the Embassy of Republic of Korea in Sri Lanka prior applying for the insurance either by handing over to the embassy or sending via registered post. If the applicant already sent the alien registration card via registered post, please submit the payment receipt along with the application to the EPS Center.

The address is as follows:

*"Consular Section Officer,  
Embassy of the Republic of Korea,  
98, Srimath Anagarika Dharmapala Mawatha,*

Please note that if you have already claimed the insurance or submit the application, please refrain from re-applying.

*Notice by - Sri Lanka EPS Center  
Telephone number – 0112886945  
[2024.05.14]*