



HYDERABAD CHAMBER OF COMMERCE & INDUSTRY

P.O. Box # 99, Aiwan-e-Tijarat Road, Saddar, Hyderabad-Sindh, Pakistan.

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Recognized by the Ministry of Commerce, Govt. of Pakistan

APPLICATION FORM FOR ISSUANCE OF VISA RECOMMENDATION LETTER

Date of Receipt _____ Date of Delivery _____ Membership No. _____

1. Name _____ S/o _____

2. Age _____ 3. Passport No. _____

4. Home Address _____

_____ Phone No. _____

5. Name & Address of the Firm _____

_____ Phone No. _____

6. Applicant's Relationship with Firm _____

7. Chamber's Membership Certificate No. _____ Valid up to _____

8. Nature of Business _____

9. Country / Countries to which your Organization Exported _____

10. Name of Country / Countries for which Visa Recommendation Letter(s) are required _____

11. Have you visited the Country / Countries Previously if so when? _____

12. Name and address of the Firm / Organization which you will contact during the tour. _____

I, hereby, declare that the above information are correct.

Signature and Stamp of the Authorized
Representative of the Firm in the Chamber

(Signature of the Applicant)

FOR OFFICE USE ONLY

Membership No. _____ Class _____ Date of Membership _____

Applicant's Signature verified from the Membership Form and found Correct.

ACCOUNTANT

ORDER _____

SECRETARY GENERAL

RULES AND REGULATIONS FOR ISSUANCE OF VISA RECOMMENDATION LETTER

1. The form prescribed by the chamber will be used for applying for the issuance of Recommendation Letters for Visas to visit abroad. Such request should be for business trips and not for other purposes.
2. The prescribed form shall be filled in and signed by the applicant who is proceeding abroad and shall duly be signed and forwarded by the authorized representative of the Member - Firm, recorded as such with Chamber.
3. Only Class Member - Firms of the Chamber shall avail of this facility. (Please attach Photostat copy of Membership Certificate).
4. Application form shall be attached with (i) the valid Passport (ii) approved 'P' Form from State Bank of Pakistan (iii) Return Air - Ticket and (iv) Undertaking to return within the stipulated period (in the prescribed form of the Chamber).
5. The firms having standing of less than one year as member in the Chamber shall also produce photostat copies of their GIR No. and Import / Export Registration Certificates along with their application.
6. As regards Passport, the profession mentioned therein shall not be in conflict with the purpose / objective for which the visit abroad is being made.
7. Separate procedures will be adopted for visits of Owner / Partner / Directors of the Member -Firms and the salaries Senior Executives. The Chamber shall not entertain applications concerning nominees being sent abroad as representative or agents on behalf of Member - Firms.
8. In case of Executives of the Member - Firm a certificate indicating their designation, period of service and monthly salary also be produced along with the application.
9. The Office - Bearer of the Chamber may interview any applicant if they so desire, while considering the application and call for supporting documents.
10. The Managing Committee of the Chamber authorized the President and the Office - Bearers of the Chamber of guide the office for fully speedily meeting the genuine needs of the Member-Firms, they shall exercise discretion and take necessary measures so that this important facility of the Chamber is not misused in any way and its image is not there by spoiled.
11. These Rules and Regulations have been adopted by the Chamber, following consultation with the Foreign Embassies and shall, therefore, be strictly observed by all concerned.
12. Correspondence with the firms to be contacted during the tour.
13. Import / Export with Performance Certified by the Bank.
14. Photo copies of last consignment's L/C's and Invoices.
15. The Visa Recommendation Letter will be issued on Payment of a fee Rs. 2,000/- for each country.

FORM OF UNDERTAKING

APPEND TO THE APPLICATION FORM FOR VISA RECOMMENDATION LETTER
FROM HYDERABAD CHAMBER OF COMMERCE AND INDUSTRY, HYDERABAD SINDH.

APPLICANT'S
PHOTOGRAPH

1. It is certified that we are sending Mr. _____
holding Pakistani Passport No. _____ who is our _____
(Director / Partner / Proprietor / Executive)
in our firm M/s. _____
to foreign countries on our behalf for business purpose only as indicated in the Application Form.
2. We hereby give under-taking that he/she would return to Pakistan within _____
and we further undertake to inform the chamber on this return.
3. We hold ourselves responsible for all legal and judicial consideration if he tries to obtain employment and or to settle
in that country and all the consequences resulting therefrom.

SIGNATURE & NAME IN BLOCK LETTERS

DESIGNATION: _____

DATED: _____

SEAL: _____