

# CANTON FAIR 2019 - GUANGZHOU, CHINA

126<sup>th</sup> China Import and Export Fair (Canton Fair) 2019 will be held from October 15 – November 4, 2019 in CI&E Fair Complex at Guangzhou, China. Every year the Lahore Chamber of Commerce and Industry provides facilitation to its members desirous to visit China to attend said fair. Interested members are requested to submit their applications alongwith the following documents at **Counter No. 1, Membership Department, LCCI latest by Thursday, September 12, 2019:-**

1. Filled in LCCI Application Form attached with this e-mail
2. Request Letter for grant of Visa to “The Visa Officer, Embassy of the People’s Republic of China, Islamabad”, on Company’s Letterhead (specimen attached)
3. Photocopy of Passport (six months validity from October-2019)
4. Photocopy of Last Chinese visa if visited in the last 5 years
5. Photocopy of Original Police Character Certificate Attested from Ministry of Foreign Affairs (MOFA), 82-Shadman-II, Lahore for first time visit to China or the Applicants who visited China before August 2014
6. Photocopy of LCCI Membership Certificate valid upto 31-March-2020
7. Photocopy of LCCI Membership Card
8. Photocopy of Payment Receipt of LCCI Facilitation Charges to be paid in Cash/Pay Order only

## **ADDITIONAL DOCUMENTS REQUIRED WITH EMPLOYEES APPLICATIONS**

- Undertaking in favour of Employee on Company Letterhead signed by the Owner
- Photocopy of NTN (Employee)
- Income Tax Return 2018
- Last Three Months Salary Slips

### **Schedule of Facilitation Charges:**

Categories	Facilitation Charges (Rs.) (Cash/Pay Order in favour of LCCI)
Proprietor/Director/Partner (Repeat Visa China)	2500
Proprietor/Director/Partner (First Visa China)	10,000
Employee of the Company (First/Repeat Visa China)	10,000

### **Documents Submission Time**

- **Monday to Thursday:** 9:30am to 5:00pm (Break 1:00pm to 2:00pm)
- **Friday:** 9:30am to 5:00pm (Break 1:00pm to 2:30pm)
- **Saturday:** 9:30am to 2:00pm

**NOTE: All documents are compulsory.**

For more details, please contact INTERNATIONAL AFFAIRS DEPARTMENT, LCCI Telephone Nos 042 111-222-499, 36305538-40 Ext. 325 / 354 (9:30am to 5pm)



**SPECIMEN REQUEST LETTER**  
**(To be printed on Company Letterhead)**

The Visa Officer,  
Embassy of the People's Republic of China,  
Islamabad.

Subject:     **REQUEST FOR ISSUANCE OF VISA**

Dear Sir,

I would like to inform you that, I am a member of the Lahore Chamber of Commerce and Industry and intend to visit 126<sup>th</sup> Import and Export Fair (Canton Fair) Guangzhou China scheduled for October 15 – November 4, 2019. You are requested to kindly grant me visa enabling me to travel as per schedule.

I shall be very thankful to you.

Thanking you,

Yours sincerely,

**SPECIMEN UNDERTAKING** (in case of employee)  
(To be printed on Company Letterhead)

**UNDERTAKING**

**From Employee**

I, Mr. \_\_\_\_\_ Designation: \_\_\_\_\_  
of M/s \_\_\_\_\_

have been recommended by my Company/Organization to participate in Canton Fair China from 15<sup>th</sup> October – 4<sup>th</sup> November 2019.

Applicant Signature: \_\_\_\_\_

**Verification by Owner of Member Company**

I hereby recommend Mr. \_\_\_\_\_ to visit Canton Fair – October 2019 China with the assurance that the Company will bear his boarding/lodging expenses. He will abide by all the rules and regulations of both countries and LCCI. Moreover, I also undertake that he will proceed to China and return within the required time period and if he fails, the LCCI has full authority to black list my company.

Company Owner Signature and Stamp: \_\_\_\_\_

Name: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Dated: \_\_\_\_\_