

Format for Applying Visa Invitation
(Use Firm/Company's Letterhead)

Dated : _____
Membership No: _____

The Secretary General
Lahore Chamber of Commerce & Industry

Subject: **REQUEST FOR BUSINESS INVITATION LETTER**

Sir,

We are inviting representative of M/s. _____ to visit Pakistan for business meeting _____/ _____/ _____

His/Her full particulars are as under:-

Name	:	_____
Passport No	:	_____
Date of Issue	:	_____
Date of Expiry	:	_____
Nationality	:	_____
Duration of Visa	:	_____
Cities to be visited	:	_____
		(For example Lahore, Islamabad, Karachi_.....)
Visa applying from	:	_____
		Country: _____ City: _____

We stand guarantee that our business guest Mr/Mrs _____ will not be involved in any unlawful activity and will return within stipulated time period.

Thanking you

Signature

Name

(Authorized Representative of the applicant Firm/Company)

Encl: As above
Copy of Passport

**HOW TO APPLY FOR “INVITATION” AT ebil.nadra.gov.pk
USE DESKTOP OR LAPTOP ONLY**

1. Log on to “ebil.nadra.gov.pk” through google chrome.
2. Scroll down and select “Incoming Foreigner to Pakistan”
3. Read instructions and list of documents required to be uploaded before click on to
4. Click on
5. In case of a new user click on “Create New Account” and for existing user click on “long in with existing account”.
6. Fill-in the registration form & provide a valid/functional email address to receive activation code.
7. Open your email & click on the activation link to create your account for the first time.
8. Enter activation code in Account verification window.

9. Click on
10. Enter your email & password to login

11. Click on

After successful login a new screen “Start New Application” will display.

Complete following steps and submit your application.

12. **Applicant Information.**
 - a) Select The Lahore Chamber of Commerce and Industry.
 - b) Select Business Sector.
 - c) Applicant Information “Fill in completely required information pertaining to the “foreigner”

Click Next

13. **Sponsor Info**
Provide required information regarding LCCI Member Company inviting the foreigner

Sponsor Type “Select Company”
Provide information about your company registered with LCCI.

14. **Document** Upload the following documents.
 1. Picture “Foreigner”.
 2. Passport Copy “Foreigner”.
 3. Request letter on company letterhead to the concerned visa officer.
 4. Undertaking as per format “downloaded” Ref. Step 3.
 5. LCCI valid Membership Certificate.
 6. Hotel Booking.
 7. LCCI payment receipt along with letter of invitation issued by LCCI.
 8. Bank Statement and Bank Certificate of the company /Firm.

15. **Review**
Carefully review all your information before click on to “ok”

16. **Payment**
Pay online Rs. 1020/

Submit

Once the case is approved, a confirmation letter can be down loaded from ebil.gov.pk after online payment of Rs. 51

17. Apply for visa at visa.nadra.gov.pk by using existing login password.