

LAHORE CHAMBER OF COMMERCE AND INDUSTRY

11-SHARA-E-AIWAN-E-SANAT-O-TIJARAT, LAHORE – 54000 PAKISTAN.

APPLICATION FORM FOR VISA RECOMMENDATION LETTER

Name of Firm/Company _____

Address of Firm/ Company _____

Membership No. _____ Member Since _____

Name of Applicant for Visa _____

Applicant Relationship with Firm _____

Applicant Passport No. _____ Date of Issue _____

Place of Issue _____ Valid up to _____

Company NTN _____ Sales Tax No. _____

Invitation for the Proposed Visit _____

**PHOTO
OF THE
APPLICANT**

Name of countries for which letter is required

1. _____
2. _____
3. _____
4. _____

Name of firm(s)/parties to be visited abroad

- M/s. _____
- M/s. _____
- M/s. _____
- M/s. _____

I hereby declare that the above information is correct and true to the best of my knowledge and behalf.

Signature & Stamp of Member

Authorized Representative of Firm / Company

Signature of the Applicant

For official Use (Check List)

QDP#/7.5/MSD/F-06

PARTICULARS TO BE CHECKED BY RELEVANT STAFF

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. All relevant documents are attached | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Information provided by the applicant match with record | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Membership duration requirement is met | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Recommendation Letter may be issued as all requirements are complete | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Remarks if any _____ | | |

Joint Secretary

Head of Department

Secretary General

Date: _____

Please fill the given form completely and carefully.
THE LAHORE CHAMBER OF COMMERCE AND INDUSTRY

11-SHARA-E-AIWAN-E-SANAT-O-TIJARAT, LAHORE – 54000 PAKISTAN.

UNDERTAKING

**TO BE APPENDED WITH THE APPLICATION FORM FOR VISA
RECOMMENDATION LETTER**

It is certified that Messrs _____

Are sending Mr. / Mrs. / Miss _____

holding Passport No. _____ issued at _____ on _____

who is our Proprietor / Managing Director / Director / Managing Partner / Partner, on our behalf, to

_____ for business purposes as indicated in the attached application form.

We, Messrs _____

Therefore, hereby undertake as follows:

- a) That he would return to Pakistan within _____ weeks/months.
- b) That we hold ourselves responsible for all legal and other judicial considerations if any and the consequences arising thereof due to his stay abroad.
- c) We hereby confirm that the visit of our Mr. / Mrs. / Miss _____
_____ to _____

is purely for negotiation of business / securing export orders/selection of machinery/ material etc. and further hereby undertake that the shall abide by the rules and regulations of visa and the law of the country he is visiting.

In case of breach of this undertaking we shall be liable to all the financial burden of the said Mr. / Mrs. / Miss. _____ in regard to his repatriation in addition to the consequences provided in the relevant rules of the Chamber.

(NAME IN BLOCK LETTERS)
Authorized Representative

SIGNATURE & STAMP

(DESIGNATION)

Dated: _____

DOC # QDP/7.5/MSD/F – 05

**RULES AND REGULATIONS FOR ISSUANCE
OF VISA RECOMMENDATION LETTER**

1. Prescribed application form will be used to apply for the issuance of visa recommendation letter for business trip only.
2. The prescribed form shall be filled in completely, signed by the applicant who is proceeding abroad and shall duly be signed by the authorized representative of the member firm/company as per record with LCCI.
3. Application form shall be attached with:
 - i. Financial Standing of the member firm or company being a proprietor, partner or director for not less than two years.
 - ii. No application shall be entertained through agent or legal advisor except from private limited, limited and multinational concerns.
 - iii. Undertaking to return within the period stipulated in the prescribed form of the LCCI.
 - iv. Documentary evidence for proposed visit i.e. bonafide fax/invitation letter for import/export/inspection/negotiation in original.
4. Separate procedure will be adopted for visit of salaried senior executive. The Chamber shall not entertain application concerning nominees being sent abroad as representatives or agents on behalf of member firms.
5. In case of Salaried Executive of the member firm/company a certificate indicating their designation, period of service, **(minimum six months)** monthly salary and copies of paid tax challan on behalf of the employer company / firm shall also be provided along with the application. **(Non Taxable salaried employees of member concern are not entitled for this service).**
6. The office bearers of the Chamber may interview any applicant, if they so desire, while considering the application. The members of the Executive Committee of LCCI may make recommendations for interview to the office bearers.
7. The Executive Committee of the Lahore Chamber authorizes the President and the Office Bearers of the LCCI for fully and speedily meeting the genuine needs of the member firms. However, they exercise their discretion and take necessary measures so that this important facility of the Chamber is not misused in any way and its image is not thereby spoiled.
8. No Application will be accepted unless attached with copy of National Identity Card of the Applicant, Copy of National Identity Card and Authority Letter of presenter.
