

# SARHAD CHAMBER OF COMMERCE AND INDUSTRY

Chamber House, Main G.T Road Hashtnagri. Peshawar-Pakistan.

## APPLICATION FORM FOR VISA RECOMMENDATION LETTER

Name of Firm/Company \_\_\_\_\_

Address of Firm/ Company \_\_\_\_\_

Membership No. \_\_\_\_\_ Member Since \_\_\_\_\_

Name of Applicant for Visa \_\_\_\_\_

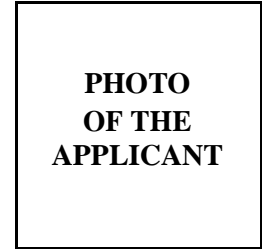
Applicant Relationship with Firm \_\_\_\_\_

Applicant Passport No. \_\_\_\_\_ Date of Issue \_\_\_\_\_

Place of Issue \_\_\_\_\_ Valid up to \_\_\_\_\_

Company NTN \_\_\_\_\_ Sales Tax No. \_\_\_\_\_

Invitation for the Proposed Visit \_\_\_\_\_



### Name of countries for which letter is required

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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

- M/s. \_\_\_\_\_
- 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)

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 _____		

\_\_\_\_\_  
**Deputy Secretary**

\_\_\_\_\_  
**Secretary General**

**Date:** \_\_\_\_\_

# THE SARHAD CHAMBER OF COMMERCE AND INDUSTRY

Chamber House, Main G.T Road Hashtnagri. Peshawar-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 / Visit purposes as indicated in the attached application form.

We, Messrs \_\_\_\_\_

Therefore, hereby undertake as follows:

- a) That he would return to Pakistan within stipulated period in visa.
- 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.

SCCI, in no case shall be held responsible for any illegal activity, violation of rules & regulation of the visiting country

\_\_\_\_\_  
**(NAME IN BLOCK LETTERS)**  
**Authorized Representative**

\_\_\_\_\_  
**SIGNATURE & STAMP**

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

\_\_\_\_\_  
**(DESIGNATION)**

\_\_\_\_\_

**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 SCCI.
3. Application form shall be attached with:
  - i. In writing request on company letter head address to President / SVP / VP / Secretary General, SCCI for visa recommendation letter.
  - ii. SCCI Membership certificate copy.
  - iii. Passport copy.
  - iv. Invitation copy (For business trip).
  - v. Financial Standing of the member firm or company being a proprietor, partner or director for not less than two years.
  - vi. No application shall be entertained through agent or legal advisor except from private limited, limited and multinational concerns.
  - vii. Undertaking to return within the period stipulated in the prescribed form of the SCCI.
  - viii. 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 three years) 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 SCCI may make recommendations for interview to the office bearers.
7. The Executive Committee of the Sarhad Chamber authorizes the President and the Office Bearers of the SCCI 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.

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**Signature & Stamp of Company**