



OFFICE ORDER

SUBJECT: MANDATORY ONLINE PROCESSING OF E-VISA RECOMMENDATION LETTERS THROUGH NADRA E-VISA SYSTEM

MEMO:

Consequent upon the successful transition of the Electronic Business Invitation Letter (E-BIL) System from OpenVPN/FortiClient VPN to the secure Hillstone SSL VPN, pursuant to the directions of the Directorate General of Trade Organizations (DGTO) vide Letter No. 17(31)/2008-TO dated 19th September 2025, read with NADRA Letters No. NADRA/PMO/08/e-Visa dated 17th and 18th September 2025, the processing of E-Visa Recommendation Letters for outgoing Pakistani business delegates, being bona fide members of SCCI, shall stand transitioned from the existing manual mechanism to the prescribed online system.

2. SCCI, being a licensed Trade Organization and operating under the NADRA E-Visa Policy, one of the four (04) Cabinet-approved instruments, already processes and issues Electronic Business Invitation Letters (E-BILs) for incoming foreign business delegates sponsored by bona fide members of SCCI. The present transition, therefore, specifically relates to E-Visa Recommendation Letters for outgoing Pakistani business delegates, being bona fide members of SCCI, which were previously issued manually.

3. Accordingly, incoming foreign business delegates sponsored by bona fide members of SCCI and outgoing Pakistani business delegates/members of SCCI shall strictly comply with the respective requirements prescribed for issuance of E-BILs and E-Visa Recommendation Letters, as applicable, for legitimate business visa purposes.

4. It is pertinent to note that, pursuant to DGTO Letter No. 17(31)/2008-TO dated 15th December 2025, this office has established, implemented and enforced a stringent self-check, compliance and due-diligence mechanism within the E-BIL/E-Visa request framework. The enhanced internal due-diligence matrix applies separately to:

- a) Outgoing Pakistani business delegates, being bona fide members of SCCI; and
- b) Incoming foreign business delegates sponsored by bona fide members of SCCI.

5. The prescribed forms annexed herewith shall form an integral part of this Office Order and the directions conveyed through the above-referred correspondence. The prescribed mechanism entails verifiable documentary scrutiny and due-diligence checks, separately applicable to outgoing and incoming business delegates.

6. Consequently, with immediate effect, the manual issuance of Visa Recommendation Letters to outgoing Pakistani business delegates/members of SCCI stands discontinued.

7. All E-Visa Recommendation Letters for outgoing Pakistani business delegates/members of SCCI shall henceforth be processed and issued exclusively and mandatorily through the prescribed NADRA online system, replacing the existing manual process. No manual Visa Recommendation Letter shall be issued after the coming into force of this Office Order.

8. All requests for E-BILs and E-Visa Recommendation Letters, as applicable, shall be processed on the respective prescribed forms attached herewith, as amended from time to time pursuant to the instructions of the Office of the Regulator, subject to the prescribed documentary verification, due-diligence requirements and applicable fee in accordance with Clause 43 of



سرحد ایوان صنعت و تجارت Sarhad Chamber of Commerce & Industry

the Articles of Association of SCCI.

9. It is expressly clarified that issuance of an E-BIL for an incoming foreign business delegate or an E-Visa Recommendation Letter for an outgoing Pakistani business delegate by SCCI shall not confer any right or entitlement to the grant of a visa. The grant, refusal or determination of a visa application shall remain the sole prerogative of the concerned Embassy/Mission and/or competent visa-issuing authority, in accordance with the applicable laws, policies and procedures.

10. Notwithstanding anything contained in any previous Office Order, circular, instruction, communication or practice on the subject, this Office Order shall constitute the governing administrative framework for the processing and issuance of E-BILs and E-Visa Recommendation Letters by SCCI and shall supersede all previous instructions or practices to the extent of any inconsistency herewith.

11. This Office Order shall come into force with immediate effect and shall be complied with strictly by all concerned.

Enclosed as Above.

Sincerely,

(MUQTASID AHSAN)
SECRETARY GENERAL

Copy forwarded for information and distribution:

- 1) Executive Offices of the President, Senior Vice President and Vice President, SCCI.
- 2) All Executive Committee Members, SCCI.
- 3) Dispatch Section, for wide circulation and distribution.
- 4) Visa Affairs, Services, Exhibitions and International Affairs Department, SCCI, for prominent display and strict compliance.
- 5) Notice Board / SCCI Website, for information and wider dissemination.

SECRETARY GENERAL

Sarhad Chamber of Commerce & Industry, G.T. Road, Peshawar, Khyber Pakhtunkhwa, Pakistan.