



سرحد ایوان صنعت و تجارت

Sarhad Chamber of Commerce & Industry

APPLICATION FORM

VISA RECOMMENDATION LETTER

(for outgoing Pakistani Business Delegate / SCCI member)

2 Passport size photographs in white back ground

1. NAME OF APPLICANT: _____
2. APPLICANT'S STATUS IN THE FIRM: _____ CNIC: _____
PASSPORT NO.: _____ ISSUED ON: _____ DATE OF EXPIRY: _____
3. NAME OF MEMBER FIRM M/S: _____ MEMBERSHIP NO: _____
YEAR OF MEMBERSHIP: _____ CLASS OF MEMBERSHIP: _____ NATURE OF BUSINESS: _____
ADDRESS OF FIRM: _____
4. NAME OF COUNTRY FOR WHICH VISA RECOMMENDATION LETTER IS REQUIRED: _____
Proposed travel dates Departure: _____ Return: _____ Duration of Stay _____
5. purpose and business justification of visit: _____

DOCUMENTARY REQUIREMENT CHECKLIST:

Copy of Membership Certificate	Picture of the Applicant	Proof of Applicant's Status in the Firm
Copy of Valid CNIC of Applicant	Copy of Valid Passport of Applicant	NTN Certificate Individual / Company whichever is applicable
Copy of Status on Active Tax Payers List (ATL)	Invitation / Sponsor letter	Undertaking on Letter head for E-Visa Recommendation Letter
Valid SCCI membership certificate	Proof of authority / identity of firm's authorized signatory, where applicable	Copy of payment proof of prescribed fee

ACKNOWLEDGMENT OF UNDERSTANDING

I/We hereby declare that I/We have carefully read and fully understood all the terms, conditions and requirements mentioned in the declaration and undertaking. Any point or clause not understood by me/us has been read out, explained and made fully understandable to my/our satisfaction prior to signing. I/We sign this undertaking voluntarily, without any reservation or misunderstanding.

SIGNATURE/STAMP OF FIRM'S
AUTHORIZED REPRESENTATIVE IN
CHAMBER

SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY

DUE DILIGENCE MATRIX	CHECKED AND VERIFIED BY	AUTHENTICATION SIGNATURE
Membership Status: Active and Bonafide	Officer of Membership Department	
1. Status on active Tax Payers List (ATL) 2. Verification of Invitation / Sponsor letter 3. Undertaking on Letter head	Officer of Visa Department	
Verification of payment of prescribed fee	Officer of Finance and Accounts Department	

LEGITIMACY OF THE TRAVEL'S BUSINESS PURPOSE

Ref No issued: _____

SECRETARY GENERAL

PRESIDENT

(To be printed on official business letterhead of the firm)
UNDERTAKING FOR E-VISA RECOMMENDATION LETTER
(For Outgoing Pakistani Delegate / Member)

Firm / Company Name: _____

SCCI Membership Code: _____ *(Valid SCCI Member)*

Full Name of Applicant(s): _____ **Status in the Firm:** _____

Destination Country: _____

Purpose of Visit: _____

Proposed Visit Dates: Arrival: _____ **Departure:** _____

Declaration & Undertaking

I/We, the undersigned, being the duly authorized representative(s) of the above-mentioned firm/company, do hereby solemnly affirm and undertake the following in accordance with the Enhanced Standard Due Diligence Policy and Secure Facilitative Protocol of the Sarhad Chamber of Commerce & Industry (SCCI):

1. That our firm/company is a bona fide, active and valid member of the Sarhad Chamber of Commerce and Industry (SCCI), Peshawar, with its membership duly renewed and all applicable annual subscriptions/dues paid.
2. That the foreign business delegate(s) named herein is/are being formally invited/sponsored by our firm/company for a legitimate business visit to Pakistan, and the particulars furnished in respect thereof are true and correct to the best of our knowledge.
3. That our firm/company is duly registered for tax purposes and appears on the Federal Board of Revenue's Active Taxpayers List (ATL), as applicable, and all requisite supporting documents have been submitted in accordance with SCCI's prescribed due-diligence requirements.
4. That we have verified, to the best of our knowledge and on the basis of available documentary evidence, the identity and business credentials of the invited foreign delegate(s), the legitimacy/business profile of the foreign company/entity represented by them, and their association/designation with the said entity.
5. That the proposed visit is strictly for a legitimate business, trade, investment or commercial purpose, including B2B meetings, trade negotiations, investment discussions, participation in trade fairs/exhibitions or other bona fide business engagements in Pakistan.
6. That the request for issuance of Electronic Business Invitation Letter (E-BIL) has been submitted sufficiently in advance to enable SCCI to undertake and complete the prescribed scrutiny, verification and due-diligence process prior to processing/issuance thereof.
7. That all information, declarations and documents furnished in support of the E-BIL request are true, authentic, valid and verifiable, and I/We authorize SCCI to verify the same from the concerned organizations/entities or other relevant sources.
8. That I/We have submitted all prescribed supporting documents and paid the applicable fee in accordance with the prevailing Schedule of Charges under the Articles of Association of SCCI.
9. That I/We undertake to request any amendment/change in the issued E-BIL within three (03) weeks of its issuance, failing which I/We agree to submit a fresh application along with the prescribed fee and applicable documents.
10. That, as the sponsoring/inviting member firm, I/We accept responsibility for the invited foreign business delegate(s) during their declared stay in Pakistan, in accordance with the applicable regulatory requirements, and shall extend all reasonable cooperation to SCCI and/or the concerned authorities in respect of verification of the visit and its declared business purpose.
11. That I/We shall promptly intimate SCCI and/or the concerned authority of any material change or deviation in the declared purpose, itinerary or particulars of the visit coming to our knowledge.
12. That I/We understand and acknowledge that SCCI's role is limited to institutional facilitation, verification of membership and supporting documentation, due diligence and processing/issuance of the E-BIL for the declared business purpose. Issuance of an E-BIL shall not confer any right or entitlement to the grant of a visa.
13. That the grant, refusal, duration, category, conditions or determination of a visa application shall remain the sole prerogative of the Government of Pakistan, concerned Pakistan Mission and/or other competent visa-issuing authority, in accordance with the applicable laws, policies and procedures.
14. That the President, Secretary General or any officer duly authorized by SCCI may require additional information/documents, undertake further verification and defer, decline or withdraw SCCI's facilitation/E-BIL request where the prescribed due-diligence requirements are not satisfactorily fulfilled.
15. That any false declaration, concealment of material facts, forged/invalid document, material misstatement, misrepresentation or misuse of the E-BIL facility may result in withdrawal/cancellation of SCCI's facilitation and such administrative, disciplinary and/or legal action as may be permissible under the governing instruments of SCCI and applicable law.

Authorized Signatory: _____

Designation: _____

Contact No: _____

Signature & Stamp of Firm: _____