



APPLICATION FORM
ELECTRONIC BUSINESS INVITATION LETTER (EBIL)
(for incoming Foreign Business Delegate)

1. NAME OF FOREIGNER: _____
FOREIGNER NATIONALITY: _____
PASSPORT NO OF FOREIGNER: _____ ISSUED ON: _____ DATE OF EXPIRY: _____
FOREIGN COMPANY / ENTITY NAME: _____ COUNTRY OF REGISTRATION: _____ WEBSITE: _____
2. TOTAL DURATION OF STAY IN PAKISTAN: _____ ARRIVAL: _____ DEPARTURE: _____
PURPOSE AND BUSINESS JUSTIFICATION OF VISIT: _____
3. NAME OF INVITING / SPONSOR FIRM M/S: _____ MEMBERSHIP NO: _____
YEAR OF MEMBERSHIP: _____ CLASS OF MEMBERSHIP: _____ NATURE OF BUSINESS: _____
ADDRESS OF FIRM: _____ WEBSITE: _____

DOCUMENTARY REQUIREMENT CHECKLIST:

Copy of Membership Certificate	Picture of the Applicant	Proof of Applicant's Status in the Firm
Proof of Business of Foreigner	Copy of Valid Passport of Foreigner	NTN Certificate Individual / Company whichever is applicable (Inviting Firm/Company)
Copy of Status on Active Tax Payers List (ATL) of Inviting Firm	Invitation / Sponsor letter from Inviting Firm	Undertaking on Letter head for E-BIL
Valid SCCI membership certificate	Proof of authority / identity of sponsoring firm	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 MEMBER

FOR OFFICE USE ONLY

<u>DUE DILIGENCE MATRIX</u>	<u>CHECKED AND VERIFIED BY</u>	<u>AUTHENTICATION SIGNATURE</u>
Membership Status: Active and Bonafide	Officer of Membership Department	
1. Status on active Tax Payers List (ATL) 2. Verification of Legitimacy of the Foreign Company / Travel Purpose/ Business Docs 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 sponsoring / inviting firm)
UNDERTAKING FOR ELECTRONIC BUSINESS INVITATION LETTER (E-BIL)
(For Incoming Foreign Nationals / Business Visitors)

Sponsoring Firm / Company Name (in Pakistan): _____

Membership Code: _____ *(Valid SCCI Member)*

Full Name of Invited Foreign Visitor(s): _____

Name of Foreign Company: _____

Nationality: _____

Purpose of Visit: _____

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

Declaration & Undertaking

I/We confirm that the foregoing undertaking has been read and understood in full and is executed voluntarily by the duly authorized representative of the sponsoring firm/company. Any clause requiring clarification has been explained to our satisfaction before execution.

1. That our firm/company is a bona fide, active and valid member of the SCCI, with all subscriptions duly paid and membership renewed for the current year.
2. That the above-named foreign visitor(s) is/are being formally invited by our firm/company solely for legitimate business, trade, investment and/or promotional purposes directly connected and consistent with the objectives and activities of our organization.
3. That we have verified, to the best of our knowledge and on the basis of available documentary evidence, the identity, credentials, business profile and bona fides of the invited visitor(s), the foreign company/entity represented by them, and their association/designation with such entity.
4. That we undertake to ensure the lawful purpose, proper conduct and compliance with local laws and regulations by the invited visitor(s) during their stay in Pakistan.
5. That all information, declarations and documents submitted in support of the E-BIL request are true, authentic, valid and verifiable. We authorize SCCI to verify the same from the concerned authorities, organizations, business entities or other relevant sources.
6. That the sponsoring firm accepts responsibility for the invited foreign visitor(s) during their stay in Pakistan in accordance with the applicable regulatory requirements and shall promptly report to SCCI and/or the concerned authority any material deviation from the declared purpose or particulars of the visit coming to its knowledge.
7. That we accept full moral and legal responsibility for the visit and undertake to indemnify and hold harmless the SCCI, its office bearers, Secretary General and staff from any legal, financial, or reputational implications arising from this invitation or the issuance of the visa recommendation.
8. That we shall extend all reasonable cooperation required for verification of the visit, business purpose and supporting documents and shall comply with all applicable laws, rules, policies, procedures and due-diligence requirements.
9. That we fully understand that SCCI's role is limited to institutional facilitation, verification of membership, documentation and business purpose under its Enhanced Standard Due Diligence Policy and processing of the Electronic Business Invitation Letter (E-BIL). Issuance of an E-BIL shall not confer any right or entitlement to the grant/issuance of a visa.
10. That grant, refusal, duration, conditions or determination of any visa shall remain the sole prerogative of the Government of Pakistan, NADRA, the concerned Pakistan Mission/visa-issuing authority and/or any other competent authority under the applicable laws, policies and procedures.
11. That SCCI through its President, Secretary General or authorized officer may, at their discretion require additional information/documents, conduct further verification, defer processing or decline/withdraw its facilitation where the prescribed due-diligence requirements are not satisfactorily met.
12. That any false statement, concealment, forged/invalid document, material misrepresentation or misuse of the E-BIL facility may result in withdrawal/cancellation of SCCI's facilitation and such administrative, disciplinary, or legal actions as deemed appropriate under its Articles of Association and the relevant laws of Pakistan.
13. 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.
14. That we understand that acceptance and processing of this request shall remain subject to satisfactory completion of SCCI's prescribed due-diligence matrix and the applicable Federal Government's requirements.

Authorized Signatory: _____

Designation: _____

Contact No: _____

Signature & Stamp of Firm: _____