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# KARACHI CHAMBER OF COMMERCE & INDUSTRY

Aiwan-e-Tijarat Road, Off: Shahrah-e-Liaquat, P. O. Box No. 4168, Karachi.

**The Secretary General  
Karachi Chamber of Commerce & Industry  
Aiwan-e-Tijarat Road  
Karachi.**

## **APPLICATION FORM FOR ISSUANCE OF VISA RECOMMENDATION LETTER'S FOR BUSINESS TOUR**

Dear Sir,

I would like to inform you that I am proceeding abroad on a business tour and for the purpose, Visa Recommendation Letter's is/are required. You are requested to kindly issue Visa Recommendation Letter's for Business tour. My necessary Particulars are given below:

**Name:** \_\_\_\_\_ **Father's Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Passport No.** \_\_\_\_\_ **Date of Issue** \_\_\_\_\_ **Date of Expiry** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Name & Address of the Firm:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Applicant's relationship with Firm:** \_\_\_\_\_

(Please enclose photocopy of Partnership Deed/Article of Association)

**Chamber's Membership Certificate No.** \_\_\_\_\_ **Valid Upto:** \_\_\_\_\_

(Please enclose photocopy of Certificate)

**Product-line or Nature of Business:** \_\_\_\_\_

**Country/Countries to which your Organization Exported:** \_\_\_\_\_

**Name of Country/Countries for which visa recommendation letter (s) are required:** \_\_\_\_\_

**Have you visited the country/counties previously, if so when?** \_\_\_\_\_

**Name and address of the firms/organization which you will contact during the tour:** \_\_\_\_\_

I, hereby declare that the above information are correct.

\_\_\_\_\_  
**Signature and Stamp of the authorized  
representative of the member-firm.**

\_\_\_\_\_  
**Signature of the Applicant**

### **FOR OFFICE USE ONLY**

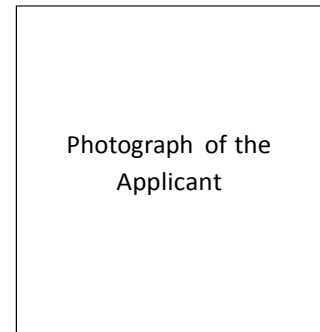
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**Serial No.** \_\_\_\_\_ **Please verify signature & indicate**

**Date of Membership:**

**Membership Dept:**

**PRO  
VP/SVP/PRESIDENT**



## **RULES AND REGULATIONS FOR ISSUANCE OF VISA RECOMMENDATION LETTERS**

The form prescribed by the Chamber will be used for applying for the issuance of Recommendation Letter for visas to visit abroad. Such request should be for business trips and not for other purposes.

The prescribed form shall be filled in and signed by the applicant who is proceeding abroad, and shall be signed and forwarded by the authorized representative of the Member-Firm, recorded as such with the Chamber.

Only Member-Firm of the Chamber shall avail of this facility.

Application Form shall be attached with

- i. Valid Passport Copies of Passport with Valid or Previous Visas.
- ii. Undertaking to return within the stipulated period (in the prescribed form of the Chamber as well as on Bond Paper of Rs. 50/-).
- iii. Correspondence with the firms to be contacted during the tour.
- iv. Import/Export Performance certified by the Bank.
- v. Photostat copies of last consignment's L/C's and Invoices and copies of GDs B/L for Chinese Visa.
- vi. Company Income Tax Assessment>Returns.
- vii. Photo Copy of Membership Certificate.
- viii. Original Invitation with photo copy.
- ix. Those applicants who were not visited China, shall provide police verification.

The firm having standing of less than one year as a member in the Chamber shall also produce Photostat of their Chamber's Membership Certificate, GST/NTN along with their applications.

As regards passport, the profession mentioned therein shall not in conflict with the purpose of objective for which the visit abroad is being made.

Separate procedures will be adopted for visits of Owners/Partners/Directors of the member-firm and the salaried Senior Executives. The Chamber shall not entertain applications concerning nominees being sent abroad as representative or agents on behalf of member-firms.

The Office Bearers of the Chamber may interview any applicant, if they so desire, while considering the application and call for supporting documents.

In case of executives of the member-firms a certificate indicating their DESIGNATION, PERIOD OF SERVICE AND MONTHLY SALARY and a copy of their INCOME TAX ASSESSMENT ORDER shall also be produced along with the application.

The Managing Committee of the Chamber authorize the President and the Office Bearers of the Chamber to guide the Public Relations Department for fully and speedily meeting the genuine needs of the member-firms. However, they shall exercise 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.

These Rules and Regulations have been adopted by the Chamber, following consultation with the Foreign Embassies and shall, therefore; be strictly observed by all concern.

The Visa Recommendation Letter will be issued on payment of a fee Rs. 3000/- for China, Rs. 2000/- other Countries and foreign buyers.

**FORM OF UNDERTAKING**  
**APPENDED TO THE APPLICATION FORM FOR VISAS RECOMMENDATION LETTER**  
**FROM KARACHI CHAMBER OF COMMERCE & INDUSTRY**

1) It is certified that we are sending Mr. \_\_\_\_\_

Holding Pakistani Passport No. \_\_\_\_\_ Who is our \_\_\_\_\_  
(Director/Partner/Proprietor/Executive)

in our firm M/s. \_\_\_\_\_

Karachi, to foreign countries on our behalf for business purpose only as indicated in the application form.

2) We hereby give undertaking that he would return to Pakistan within \_\_\_\_\_  
(Week/Months)  
and we further undertake to inform of his return to Karachi.

3) We hold ourselves responsible for all legal and judicial consideration if he tries to obtain Employment and or to settle in that country and all the consequence resulting therefrom.

SIGNATURE AND NAME IN BLOCK LETTER

DESIGNATION: \_\_\_\_\_

DATED: \_\_\_\_\_

SEAL \_\_\_\_\_