THE LAHORE CHAMBER OF COMMERCE AND INDUSTRY

11-SHARA-E-AIWAN-E-SANAT-O-TIJARAT, LAHORE – 54000 PAKISTAN.

Photo of The Applicant For Visa

APPLICATION FORM FOR VISA RECOMMENDATION LETTER

Name of Company / Firm _____

Membership No. _____ Member Since _____

Name of Applicant for Visa _____

Applicant Relation with Company / Firm _____ Passport No. _____

Issue Date _____ Place of Issue _____ Valid Upto _____

Nature of Business of the applicant Company _____

Purpose of Visit _____

Name of countries for which letter is required	**Name of Company / party to be visited**
1. _____	M/s. _____
2. _____	M/s. _____
3. _____	M/s. _____

I hereby declare that the above information is correct and true to the best of my knowledge.

_____ _____

Signature & Stamp
Authorized Representative of Company / Firm
(Proprietor, partner, Director)

Signature of the Applicant
Visa Recommendation Letter

For official Use (Check List) **QDP#/7.5/MSD/F-06**

PROPRIETOR / PARTNER / DIRECTOR	**YES**	**NO**
Business Invitation bearing the name of the Member Company and the name of applicant for Visa.	☐	☐
Information (Co.name Applicant name & Designation, Signatures) verified with database.	☐	☐
Membership period has been complete Six Months.	☐	☐
ADDITIONAL REQUIREMENTS FOR EMPLOYEES		
Certificate of Salary on Company / Firm Letterhead.	☐	☐
Last six months Tax paid challahs (CPRN) on behalf of Employer Company / Firm	☐	☐

Remarks if any _____

Membership Officer **Head of Department** **Secretary General**

TO BE PRINTED ON COMPANY/FIRM'S LETTERHEAD

U N D E R T A K I N G

TO BE APPENDED WITH THE APPLICATION FORM FOR VISA

RECOMMENDATION LETTER

It is certified that M/S NAME OF APPLICANT COMPANY

are sending Mr./ Mrs. / Miss. NAME OF APPLICANT FOR VISA

holding Passport No. _____ Issued at CITY on Date

who is Director / Partner / Proprietor / Employee on our / to Country to be visited

for business purposes as indicated in the attached application form.

I / We, M/S Name of Applicant Company Therefore, hereby undertake as follows:

a) That he/she would return to Pakistan within _____ weeks/months.

b) That we hold ourselves responsible for all legal and other judicial considerations / consequences arising thereof during his / her stay abroad.

c) We hereby confirm that the visit of our Mr. / Mrs. / Miss Name of Applicant For Visa to Country to be Visited is purely for negotiation of business / securing export orders/selection of machinery/ material etc. and further hereby undertake that he shall abide by the rules and regulations of visa and the law of the country he is visiting.

The applicant Company/Firm shall be responsible for all consequences arising from any breach of the above undertaking.

_____

(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 LCCI.

3. Application form shall be attached with:

   i. Financial Standing of the member firm or company being a proprietor, partner or director for not less than two years.

   ii. No application shall be entertained through agent or legal advisor except from private limited, limited and multinational concerns.

   iii. Undertaking to return within the period stipulated in the prescribed form of the LCCI.

   iv. 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 six months)** 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 LCCI may make recommendations for interview to the office bearers.

7. The Executive Committee of the Lahore Chamber authorizes the President and the Office Bearers of the LCCI 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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RULES AND REGULATIONS FOR ISSUANCE OF VISA RECOMMENDATION LETTER

The prescribed application form must be used for visa recommendation letters for business trips only.

The form must be fully completed, signed by the applicant, and countersigned by the member firm's authorized representative as per LCCI records. The application must include:

i. Proof of the member firm's financial standing (proprietor, partner, or director) for at least two years.

ii. Applications from agents or legal advisors are not accepted, except for private limited, limited, and multinational companies.

iii. An undertaking to return within the stipulated period.

iv. Documentary evidence for the proposed visit (original bonafide fax/invitation letter for import/export/inspection/negotiation).Separate procedures apply for salaried senior executives. The Chamber does not entertain applications for nominees representing member firms as agents.For salaried executives, provide:A certificate stating designation, service period (minimum six months), and monthly salary.Copies of paid tax challans from the employer.

(Non-taxable salaried employees are not eligible.)The Chamber may interview applicants. Executive Committee members can recommend interviews to office bearers.The Executive Committee authorizes the President and Office Bearers to address member firms' needs while ensuring the facility isn't misused.Applications are incomplete without:Applicant's National Identity Card copy.Presenter's National Identity Card copy and authority letter.Let me know if you'd like me to reformat this for better readability □.