

THE LAHORE CHAMBER OF COMMERCE AND INDUSTRY

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

APPLICATION FORM FOR VISA RECOMMENDATION LETTER

Name of Firm/Company_____	PHOTO OF THE APPLICANT
Membership No._____Membership Since_____	
Name of Applicant_____	
Designation_____	
Mobile No._____Email ID_____	
Home Address_____	
Applicant Passport No._____Date of Issue_____	
Place of Issue_____Valid up to_____	
Nature of Business_____	
Have You Visited Country/Countries Previously_____	
Name & Address of the Firm's Bank_____	

Name of countries for which letter is required

1. _____
2. _____
3. _____

Name of firm(s)/parties to be visited abroad

- M/s. _____
- M/s. _____
- M/s. _____

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

Note: Security deposits for visa recommendation letters are non-refundable after six months from the date of issuance of recommendation letter.

Signature & Stamp of Member
Authorized Representative of Firm / Company

Signature of the Applicant

For official Use (Check List)

QDP#17.5/MSD/F-06

PARTICULARS TO BE CHECKED BY RELEVANT STAFF		YES	NO
1.	All relevant documents are attached	☐	☐
2.	Information provided by the applicant match with record	☐	☐
3.	Membership duration requirement is met	☐	☐
4.	Recommendation Letter may be issued as all requirements are complete	☐	☐
5.	Remarks if any _____		

Joint Secretary

Head of Department

Secretary General

Date: _____

TO BE PRINTED ON COMPANY/FIRM'S LETTERHEAD

UNDERTAKING

TO BE APPENDED WITH THE APPLICATION FORM FOR VISA
RECOMMENDATION LETTER

It is certified that M/S _____
Are sending Mr. / Mrs. / Miss _____
holding Passport No. _____ issued at _____ on _____ who is our
Proprietor / Managing Director / Director / Managing Partner / Partner, on our behalf to _____
for business purposes as indicated in the attached application form.

We, Messrs _____ 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 if any and the consequences arising thereof due to his stay abroad.
- c) We hereby confirm that the visit of our Mr. / Mrs. / Miss _____
to _____ is purely for negotiation of business / securing export orders/selection of
machinery/ material etc. and further hereby undertake that the shall abide by the rules and regulations
of visa and the law of the country he is visiting.
- d) The security deposit of Rs. _____ made through Pay Order/Bank Draft No. _____ dated
_____ issued by Bank _____ Branch _____
against the issuance of the visa recommendation letter from The Lahore Chamber of Commerce &
Industry in favor of the above-mentioned person, will not be claimed for refund after six months from the
date of issuance of the said letter.

Breach of this undertaking we shall be liable to all the financial burden of Mr./Mrs. /Miss. _____
In regard to his repatriation in addition to the consequences provided in the relevant rules of the Chamber.

(NAME IN BLOCK LETTERS)
Authorized Representative

SIGNATURE & STAMP

(DESIGNATION)

Dated: _____

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.
