

(Format WI 1.1- Ver.2.0)

(This request letter should be on company's letter head signed by authorized signatory, as per the FIEO records)

Request for Visa Recommendation Letter (Outgoing)

1. Name of the Company: _____ City _____
2. Name & Designation of the representative(s) visiting abroad: _____
3. Name of the country(ies) for which visa required: _____
4. Expected date of travelling: Departure _____ Arrival _____
5. Passport Details:
 - Passport No.: _____
 - Date of issue: _____
 - Date of expiry: _____
 - Place of issue: _____
6. Recommendation letter is required for Single/ Multiple Entry Visa: _____
7. Countries visited in last one year: _____
7. Documents to be attached with this request:
 - i. Copy of valid passport of the representative
 - ii. Invitation letter from buyer/Participation slip (in case of participation in Trade Fair/Exhibition)/Evidence substantiating the visit if both are not available
 - iii. Current residential address proof of the representative (Driving license, Bank Statement, Ration card, Voter ID card)
 - iv. Bank statement of the representative for the last three months(exempted for status holders)
 - v. Three years export return of the company certified by Chartered Accountant/Self certified (exempted for status holders)
 - vi. Details of Visa Recommendation Letters already taken in the current financial year from FIEO with particulars of the representatives sent along with their proof of return to India (arrival stamp)
8. The company undertakes to submit proof of return of the representative within 15 days from return of the visit to the above country(ies). (Copy of passport pages showing the arrival stamp)

Signature with seal of the company: _____

Name: _____

Designation: _____

Date: _____

Received at FIEO by

Name: _____

Designation: _____

Date: _____