



The Secretary General
Flexible Packaging Association of Converters of Pakistan
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Block7/8, K.C.H.S.U, off. Sharah-e-Faisal Karachi
Phone: 021-34150611, Email: secretary@flexpacpk.com
Karachi.

APPLICATION FORM FOR ISSUANCE OF VISA RECOMMENDATION LETTER'S FOR BUSINESS TRIP

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 trip. My necessary Particulars are given below:

Name: _____ Father/Husband Name: _____

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)

Association's Membership Certificate No. _____ Valid Upto: _____

Product-line or Nature of Business: _____
(Please enclose photocopy of Certificate)

Country/Countries to which your Organization Imported /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

Photograph of the Applicant

Serial No. _____ Please verify signature & indicate

Date of Membership: Membership Dept: _____



The form prescribed by the Association 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 duly be signed and forwarded by the authorized representative of the Member-Firm, recorded as such with the Association.

Only Member-Firm of the Association shall avail of this facility. Application Form shall be attached with

- i. Valid Passport Copies of Passport with Valid or Previous Visas.
- vi. Company Income NTN.
- vii. Photo Copy of Membership Certificate Flexpack.
- viii. Photo copy of Trip Invitation.
- ix. Those applicants who were not visited USA, Germany, China, shall provide copy of police verification.

The firm having standing of less than 4 months as a member in the Association shall also produce Photostat of their City 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 Association shall not entertain applications concerning nominees being sent abroad as representative or agents on behalf of member-firms.

The Executive Committee of the Association authorize the Chairman and the Office Bearers of the Association to guide the secretariat 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 Association is not misused in any way and its image is not thereby spoiled.

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



FORM OF UNDERTAKING

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