

**Format of an Undertaking by Employer to be issued on Company/Institute's Letter Head**

The Chief Operating Officer / Branch Manager  
State Bank of India  
\_\_\_\_\_ Branch  
Republic of Maldives

Dear Sir,

**NON-RENEWAL OF WORK VISA**

**ACCOUNT NO. :** \_\_\_\_\_

In terms of Bank's announcement in force on the captioned subject, we hereby confirm that Mr./Mrs./Ms. \_\_\_\_\_ is working with \_\_\_\_\_ since \_\_\_\_\_ and his/her job contract is valid till \_\_\_\_\_. We further confirm that the renewal of his/her work visa is under process and the required visa fee for the extension of work visa has already been paid on \_\_\_\_\_ / we have applied online for the extension of work visa on \_\_\_\_\_ (\*), the details of which are as follows:

Name : \_\_\_\_\_  
Passport No. : \_\_\_\_\_  
Work Visa Card No. : \_\_\_\_\_  
Work Visa being extended : From \_\_\_\_\_ to \_\_\_\_\_

2. A copy of receipt evidencing payment of visa fees, issued by MIRA dated \_\_\_\_\_ or a copy of online submission (\*) is enclosed. **(waived in case of an undertaking by Ministry of Education/Health)**. Further, we undertake to submit a copy of renewed Work Visa card immediately on the receipt of the same from Dept. of Immigration.

Yours faithfully,

**Authorised Signatory with Company/institute's stamp/seal**

Name of Signatory : \_\_\_\_\_ National ID No. \_\_\_\_\_

(\*) Please delete whichever is not applicable