

Business Visit Visa (Mofa Approved) - Process & Requirement

1. Visa Slip or Invitation Letter from the sponsor... ([Click For Sample](#))
2. CR (Company Registration – (____)) of the Saudi Company ([Click For Sample](#))
3. Covering Letter from the Local Indian Company, to the Saudi Consulate, Mumbai requesting the said visa in company letter head, properly signed and stamped. ([Click for Sample](#))
4. Chamber Letter from the Chamber where the Local Indian Company is registered, properly signed and stamped. ([Click For Sample](#))
5. Original Passport of the Person, there should be minimum 8 months' validity in the passport.
6. Color Photos – 6 Nos.(white background, size 4x6cm) – in formal dress.

Items No. 3 to 6 need in original. For items 1 and 2 scanned email copies will do.

N.B : The profession mentioned in the visa slip, the same should be mentioned in the Covering Letter, Chamber Letter etc



الرجاء طباعة هذا المستند ومراجعة سفارة المملكة لإصدار تأشيرة الدخول

اسم طالب التأشيرة : شركة الروابط الخليجية للتقنية
رقم الملف : 0
رقم الطلب : 2791620
رقمه : 7001546840
تاريخ الموافقة : 2010/12/19
تاريخ التأشيرة : 14320113
رقم : 7000949574

النوع	جهة القيدوم	الجنسية	المهنة	المدة	العدد	الإسم
زيارة تجارية	مومباي	الهند	مدير تطوير الاعمال	180 - عدة سفرات	1	Khazi Syed Rabbul Nawaz

Covering Letter

[\(Back\)](#)

Date :

To,

The Royal Consulate General,

Kingdom of Saudi Arabia,

Maker Tower, Cuffe Parade,

Mumbai-400 005.

India

Your Excellency

M/s. Transtrite Technologies Solutions; is an export oriented unit, engaged in the development and export of software personnel to the Middle East and other countries. We have been retained by our principals M/s. _____, to depute IT personnel to their company.

In this regard, we are deputing our Consultant, Mr. _____ holding passport no E2900497, carry out pre-sales activities at their Riyadh Office.

MR. _____ is a confirmed employee of our company, His back and forth airfare and all related expenses will be borne by the company.

We request you to kindly issue her a Visit Visa and oblige. We would be glad to furnish any further information in this regard.

Thanking You,

Yours faithfully,

For, Transtrite Technologies Solutions,

Sd/-

HR Division-Mumbai

INDIAN MERCHANTS' CHAMBER

ISO 9001 Certified Organisation

IMC Building, 2nd Floor, IMC Marg, Churchgate, Mumbai-400 020, INDIA
Tel.: +91-22-2204 6633 • Fax: 91-22-2204 8508 / 2283 8281 • Email: imc@imcnet.org • Website: www.imcnet.org

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PREMIER CHAMBER OF
TRADE, COMMERCE AND INDUSTRY
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Ref No. 582

Date: July 22, 2009

**His Excellency
Royal Consulate General of Saudi Arabia
Maker Tower, F wing, 4th Floor,
Mumbai**

Your Excellency,

**Mr. Mithun Rana Sen, Consultant (Passport No. G 2714332) of
M/s. Advanced Consultancy Services** situated at Gulshan Mahal, 4, Ground
Floor, 55 Lady Jamshedji Road, Mahim (West), Mumbai 400 016, India,
intends to visit **Saudi Arabia** for business purpose on behalf of his firm.

M/s. Advanced Consultancy Services are members of this Chamber.

He will be submitting his application for necessary visa and we would request
you to kindly consider the same favourably.

Thanking you,

Yours faithfully,



Sanjay A Wakkar
Deputy Secretary

Corruption is a cancer. Let us fight it together.

Branch Office
Unit No., 4/15, Sona Udyog,
Premises Co-op. Soc. Ltd., 3rd flr., Parsi Panchayat Road,
Andheri (E), Mumbai - 400 069
Tel.: +91-22-2827 0517 • Fax: +91-22-2827 0517
Email: imc.andheri@gmail.com

Branch Office
The Commodity Exchange, Room 616 & 617,
6th flr., P.O. Box - 87, Sector 19, Vashi,
Navi Mumbai - 400 705
Tel.: + 91-22-2784 2466 • Fax: + 91-22-2784 2467
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Regional Office
M-6, MIG Flats, Prasad Nagar-II,
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