



Saudi Arabia Business visa Application for citizens of Malaysia living in Alberta

Please enter your contact information					
Name:					
Email:					
Tel:	Mobile:				
The latest date you need your passport returned in ti	me for your travel:				
Saudi Arabia business visa checklist	:				
Filled out and signed Saudi Arabia business vi	sa application form. The form	is enclosed.			
Original, signed Malaysia passport. Passport mu	ust be undamaged and have 6 m	onths of remaining validity.			
1 Photographs. Standard passport photographs 2>	(2 inches on a white background)				
Payment. Credit Card Authorization form, Certified	Check, or Money Order payable	to VisaHQ.ca.			
Return mailer. Prepaid self-addressed return label	or payment for FedEx.				
If you wish to proper return chinning, places add	the chinging for to the total	and area ide return address.			
If you wish to prepay return shipping, please add		and provide return address:			
FedEx 2nd day delivery - From \$33	Name:				
FedEx Priority Overnight - From \$34	Company:				
FedEx First Overnight - From \$54	Address:				
FedEx Saturday delivery - From \$62					
Prepaid self addressed mailer - \$0	City:				
Local pick up in Ottawa - \$0	State:	Zip:			

* Actual prices may vary based on location per FedEx.com.



Tel: 613-777-0408



Proof of Status. Copy of the front and back of valid Permanent Resident Card.

Itinerary. Copy of round trip tickets or itinerary.

Business letter. A **NOTARIZED** business letter from the sending company in Canada. The letter should be one page, printed on company letterhead stationery, addressed to "The Embassy of Saudi Arabia, Visa Section", and signed by a senior manager (an equivalent

to Vice-President or above). The business letter must adhere to the following guidelines:

- Briefly introduce the applicant (please specify employment status/position held in the company by applicant).
- Specify the dates of entry and departure.
- State the nature of the business to be conducted (ie. business meetings, contract negotiations, etc.) and the names and addresses of

companies to be contacted in Saudi Arabia.

- Specify the type and desired validity of the visa (ie. a one year multiple entry business visa).
- Signed and stamped by Canadian Chamber of Commerce or Board of Trade.
- Guarantee of sufficient funds for travel.

The company must also provide a copy of its valid Business Registration Certificate. The letter must also be stamped by the

Ministry of Foreign Affairs in Canada.

Invitation letter. A visa approval notice issued by the Ministry of Foreign Affairs OR an electronic letter of invitation from the company in Saudi Arabia. This letter must be signed and sealed by the company and stamped by the Saudi Chamber of Commerce. The

invitation or approval notice must be addressed to the Saudi Arabian Embassy in Ottawa. **Businesswomen** must submit a visa approval notice issued by the Saudi Ministry of Foreign Affairs.

Business registration certificate. A copy of the valid Business Registration Certificate from the sending company in Canada. If the registration is older than 2 years, please also include one of the following:

- A recent corporate notice of assessment.
- A valid business license.
- A certificate of status/good standing/existance.

Notification to all agents and all applicants. This form is available here.

Inviting Company's Business Registration Certificate. The company in Saudi Arabia must also provide a copy of its valid **Business Registration Certificate**.

IMPORTANT: The passport MUST contain two blank visa pages side by side in order for the visa to be issued. The Saudi Arabian embassy will only be accepting single entry visas within 30 days of their departure date from Saudi Arabia"

Requirements for obtaining a Chamber of Commerce stamp



Tel: 613-777-0408



• Business letter. A NOTARIZED business letter from the sending company in Canada. A sample letter is available here.

• **Company registration.** If the company registration is older than 2 years, a recent corporate notice of assessment or valid business

license.



Tel: 613-777-0408



Saudi Arabia business visa fees for citizens of Malaysia living in Alberta

Type of visa	Validity	Processing time	Embassy fee	Service fee	Money Order fee	нѕт	Total
Single entry	up to 90 days	4-10 business days	\$175.00	\$199.00	\$10.00	\$9.95	\$393.95
Multiple entry	up to 180 days	4-10 business days	\$280.20	\$199.00	\$10.00	\$9.95	\$499.15

This order is subject to Terms of Service, posted on VisaHQ website. All fees and requirements may change without notice.



Tel: 613-777-0408



Credit Card Authorization Form

By signing this form i accept VisaHQ.ca Terms of Service and authorize to charge my credit card for the amount of \$							
Name on the Credit Card:							
Credit Card number:		-	-	-			
Exp. date:		/					
Credit Card Billing Address:							
Signature:							
Comments:							
Thank you! We accept all major credit cards.							

Royal Embassy of Saudi Arabia Ottawa Consular Section

Stamp of Canadian Agent



المملكة العربية السعودية أوتاوا القسم القنصلي

Visa Application Form	ستمارة طلب تأشيرة
-----------------------	-------------------

BARCODE:

						E#:	
]				Fo	r official Use للاستعمال الرسمي	
					_	رقم التأشيرة:	
Photo					_	رقم التأشيرة: نوع التأشيرة:	
الصورة					_	نوع التاشيرة:	
First Name		Middle Name			Last Nam	e	
الاسم الأول Mother's name		الاسم الأوسط Father's Name			اسم العائلة Name of S	nouse	
بسم الأم إسم الأم		اسم الأب إسم الأب			رج أو الزوجة		
Date of Birth			Place	of Birth			
تاريخ الولادة			الولادة				
Present Nationality الجنسية الحالية				ort No			
Date of Issue				رقم الج of Issue			
تاريخ الإصدار				محل الإم			
Expiration Date			Previ	ous Nationality			
تاريخ إنتهاء صلاحية الجواز Mal الجنس Sex	ی Female 🗌 ذکر یا			الجنسية ال		1 - 1 - 1 N TH H	
			المحالة الإجتماعية Marital Status أرمل widow أرمل widow				
Religion الديانية			ن المطلق Single المطلق Divorced المطلق				
Profession			Qualifications Place of issue				
المهنة			مكان الإصدار المؤهل العلمي				
Home Address and Te	elephone No in Canad	da				عنوان المنزل ورقم الهاتف في كندا	
E-mail Address						البريد الإلكتروني	
Business Address and	Telephone no in Ca	nada				عنوان الشركة ورقم المهاتف في كندا	
أشيرة Visa Type	نوع الت						
لوماسية Diplomatic	Employı 🗌 دیا	ment عمل Farr	nily visit	📃 زيارة عائلية	Busine	ssman رجل أعمال	
فاصة Special	Reside		, k visit	📃 زيارة عمل	Person	al شخصية a	
کومیة Government			nmercia	🗌 تجارية ا	Transit	🗌 مرور	
		مستثمر n			****	tinti îze eti inc. el inc. el	
Name , Address , telep	bhone number of the	Company or Sponsor i	in Saud		-	إسم وعنوان وهاتف الشركة أو الكفيل و	
		to Saudi Arabia? Yes	_نعم		-	هل سبق لك أن حصلت على تأشير	
مانوعها Type	Whe	تاريخها n		دار Where	مكان الإص		
Arrival in Saudi Arab Date Airlin		Duration of	f Stay	City of Emba	rkation	Port of Entry in Saudi Arabia	
, the undersigned, here	eby certify that:						
					أنا الموقع أدناه أوافق على أخذ بصمة الأصابع وقزحية إلعين		
- All the information provided is correct. I will abide by the laws of the Kingdom during the period of my stay				ن ملتزما بقوانين	بحيحة وساكو	أقر بأن كل المعلومات التي دونتها ص	
 I fully understand that 		ornographic materials				المملكة أثناء فترة وجوديَّ بها.	
-	ous and political activ						
		tions of the Kingdom of					
	pe subject to capital p	-					
Name:	Name: Signature:				Dat	e:	

201 Sussex Dr. Ottawa, ON, K1N 1K6 Canada. Telephone (613) 237-4100. Fax: (613) 237-0567.www.saudiembassy.ca

(TEMPLATE – VISA APPLICATION LETTER FOR SAUDI ARABIA)

Original typewritten letter is to be submitted to the Canadian Chamber on company letterhead (with full coordinates), once it has been duly signed by an authorized representative. If no letter of waiver on file, the letter must be notarized and accompanied by a copy of proof of registration in Canada (with validity period) – either with the federal or provincial government (if not submitted prior).

Embassy of Saudi Arabia Consular Section 201 Sussex Drive Ottawa, Ontario K1N 1K6 Canada

Dear Sirs:

This letter is to present [name of applicant, position and company name.]

The purpose of [name of applicant] visit to [country name] is to represent [company name] on a visit to [purpose of visit.]

The relevant information pertaining to this visit is as follows:

Name of applicant
Nationality
Passport #
Date of issue of passport
Expiry date
Place of birth
Date of birth
Religion
Occupation
Name of inviting company
Period of stay

We kindly ask you to grant [name of applicant] the appropriate visa for the above mentioned purpose. Please be advised that [company name] will accept full financial responsibility for [name of applicant] during this visit.

Yours truly,

Authorized Signature Date					
Print Name/Title					
On theday of	, 20	_, the signatory has:	Authorized Trade Association		
 proved to me, on the basis of satisfactory evidence, to be the person whose name appears as signatory on these documents; acknowledged that he/she executed the same in his/her authorized capacity; and sworn before me as to the accuracy of information contained in the document referenced above. Signature & seal of Notary or Lawyer if CCC does not have a letter of waiver on file 			The Canadian Chamber of Commerce 360 Albert Street, Suite 420 OTTAWA, Ontario K1R 7X7 CANADA This is to confirm that, upon review of documents submitted to us by (company name), and to the best of our knowledge and belief, that the above-named organization is registered as a Canadian enterprise.		
Notary Public/Lawyer		Date	Authorized Signature	Date	
Print Name		Seal	Print Name	Seal	

For info on Visa requirements, go to http://embassies.mofa.gov.sa/sites/canada/EN/Pages/default.aspx