

## **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 القيد	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

*A Sustainable Ecology for a Sustainable Economy*



PREMIER CHAMBER OF  
TRADE, COMMERCE AND INDUSTRY  
(EST. 1907)  
*A century of service to the nation*

Ref No. 582

Date: July 22, 2009

**His Excellency  
Royal Consulate General of Saudi Arabia  
Maker Tower, F wing, 4<sup>th</sup> 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., 3<sup>rd</sup> 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,  
6<sup>th</sup> flr., P.O. Box - 87, Sector 19, Vashi,  
Navi Mumbai - 400 705  
Tel.: + 91-22-2784 2466 • Fax: + 91-22-2784 2467  
Email: imcvashi@vsnl.net

**Regional Office**  
M-6, MIG Flats, Prasad Nagar-II,  
Near Rajendra Place, New Delhi - 110 005  
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