

## **Invitation Work Visit Visa - Process & Requirements**

1. Electronic Visa Copy ([Click for Sample](#))
2. MOU (Memorandum of Understanding) in **original** between the Saudi Company and Indian Company, **duly attested by the Saudi Chamber of Commerce and Saudi Ministry of External Affairs.** ([Click For Sample.1](#)) & ([Click For Sample.2](#)) which already we have
3. Covering Letter from the Local Indian Company to the Saudi Consulate requesting the above visa in company letter head with proper signature and company seal. ([Click For sample](#) )
4. Work Contract between ([Indian Co.](#)) & the candidate ([Click For Sample](#))
5. Chamber Letter from the chamber of Commerce where ([Indian Co.](#)) is registered, to the Saudi Consulate requesting the above visa ([Click For Sample](#))
6. Original Passport, should have minimum 8 months' validity.
7. Color Photos 6 Nos. (White background, size 4x6 cm) in formal dress.
8. Original Educational Certificate relevant to visa category

**N.B : The profession mentioned in the visa slip is “\_\_\_\_\_” – the same should be mentioned in the Work Contract, Covering Letter, Chamber Letter etc...**

Janak Saudi Visa 23042011.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 104% Find

خطاب الدعوة Page 1 of 1

المملكة العربية السعودية  
وزارة الخارجية

(( طلب خطاب الدعوة ))  
إلى ممثلية خادم الحرمين في : مومباي  
رقم خطاب الدعوة : ( 992413 ) بتاريخ : 20110423

0555747665	رقم الجوال	0555747665	مؤسسة أنظمة التفوق للتقنيات	الغرض	زيارة عمل
1010295896	رقم السجل التجاري	1049201039	رقم السجل المدني لصاحب الشركة أو سجل الحاسب الخاص بالشركة	اسم ( الشركة / صاحب العمل )	مؤسسة أنظمة التفوق للتقنيات
012795295	رقم الهاتف		عنوان ( الشركة / صاحب العمل )	الرياض _ العليا _ طريق الملك فهد	
سعودية	نوع الشركة		نشاط ( الشركة / صاحب العمل )	تقنية معلومات	
الهند	الجنسية	VYAS JANAK MANOJ	اسم المطلوب للزيارة		
مومباي	جهة القدوم		الصفة التجارية / المهنة	مطل أنظمة	
			ميررات الزيارة	تعاون وتدريب لمشاريع مستقبلية وقائمة	
60	مدة الإقامة	نوع	عدد مرات الدخول	سفرة واحدة	
			اسم الشركة الاجنبية	BEANS	
			نشاط الشركة الاجنبية	تقنية معلومات	

تم التصديق على خطاب الدعوة : ( 992413 ) بتاريخ : 20110423 ( غرفة الرياض )

4:21 PM  
10-May-11



عقد اتفاق  
بين كل من  
شركة داتا كوارتر

و  
مؤسسة مقياس التقنية للتجارة

التاريخ: 11-4-2010

1.1 تم إبرام هذه الإتفاقية بين:

Data Quarter Company  
Dataquarter Technologies Pvt. Ltd.,  
# 994, 3rd Floor,  
1st Block, 1st Main,  
Koramangala,  
Bangalore - 560 034.

و  
مؤسسة مقياس التقنية للتجارة  
ص.ب 301532  
الرياض 11372  
المملكة العربية السعودية  
هاتف: +966-1-2291819  
فاكس: +966-1-2291801

2. مدة الإتفاقية

يبدأ سريان هذه الإتفاقية من 1-5-2010 وتكون صالحة  
لمدة عام من تاريخه.

3. النشاط

تشمل هذه الإتفاقية توريد الخدمات الإستشارية في مجال  
تقنية المعلومات وإستشاري الأعمال من قبل داتا كوارتر  
إلى مؤسسة مقياس التقنية للتجارة.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DATA QUARTER-INDIA  
AND  
BENCHMARK TECHNOLOGY**

Date: 11-4-2010

1.1 this MOU is made between:  
Dataquarter Technologies Pvt. Ltd.,  
# 994, 3rd Floor,  
1st Block, 1st Main,  
Koramangala,  
Bangalore - 560 034.

And

Benchmark Technology EST  
P.O Box 301532  
Riyadh 11372  
Kingdom of Saudi Arabia  
Tel: +966-1-2291819  
Fax: +966-1-2291801

2. Agreement Period

This agreement shall be effective from  
.... And valid for a period of one year.

3. Business Activity

This Agreement pertains to  
outsourcing personnel by Data  
quarter Technologies Pvt. Ltd in the  
field of technical and business  
consultants/for Benchmark  
Technology Saudi Arabia.



4. الأمور السرية:

يتفق الطرفان على الإحتفاظ بالأسم الطيب والسمعة الحسنة للطرف الآخر ويحترم الطرفان سرية المعلومات المقدمة من كلا الطرفين ويتعهد الطرفان بعدم إفشاء أي من هذه المعلومات لأي طرف آخر.

4. Each party ie Data Quarter and Benchmark Technology warrants to safeguard the good name and reputation of the other party and will respect and treat as confidential all matters it learn from the bushiness of the other party and will not disclose to others any information or matters identified as confidential or proprietary.

داتا كوارتر:

Data Quarter:

المدير العام:

Authorized Person

التوقيع

Signed:



مؤسسة مقياس التقنية:

Benchmark Technology:

المدير العام:

Authorized Person

التوقيع

Signed:



Covering Letter Sample

[\(Back\)](#)

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**



Work Contract Agreement

This agreement is made on 1<sup>st</sup> September 2010

Between

**Thesys Technologies Pvt Ltd**, a Company incorporated under the Companies Act, 1956 having its registered office at No:6,Kamakshi Nagar,Chennai-600018 India (hereinafter called "Strategies") is know as First party, and

**Mr. Anandan Pradeep** an Indian national holding passport No. G 2599255 (hereinafter called "the Consultant") is known as second party.

Thesys wishes to engage the consultant to provide consultancy services to Thesys client (**Al Inma Bank**, a bank incorporated under the laws of the Kingdom of Saudi Arabia and whose address is at P.O. Box - 66674, Riyadh - 11586) in KSA and consultant has agreed to accept the engagement subject to the following terms and conditions

**NOW IT IS HERE BY AGREED AS FOLLOWS**

**1 THE SERVICES**

The consultant shall provide to Thesys the services ("the Services") in accordance with the client service requested agreed up on.

**2. DURATION**

This agreement shall commence on the Consultant joining duty in KSA and shall continue for a period of six months. This agreement may be extended for an agreed duration

**3 FEES AND BENEFITS**

Since the Consultant is Thesys's employee, the monthly salary will be credited in India. Apart from the salary, onsite allowances (Saudi Riyals, One Thousand only) will be provided to consultant on every month. Accommodation, Transportation, Air Fare will be provided by us to the consultant.

**4. CONFIDENTIAL INFORMATION**

The consultant shall not divulge to any third party any information of "whatsoever nature derived from Thesys or a client of Thesys during the course of this agreement nor to use such information for any purpose other than in connection with the supply of the services.

Signed on behalf of

Thesys Technologies Pvt. Ltd.

Signed on behalf of

Anandan Pradeep.....

**Thesys Technologies Private Limited**

Head Office: NSIC Software Technology Park, 3rd Floor, Module No. 410,  
Sector B24, Guindy Industrial Estate, Ekkaduthangal, Chennai - 600 032. India

Tel : +91 44 4399 7171  
Fax : +91 44 2225 3722

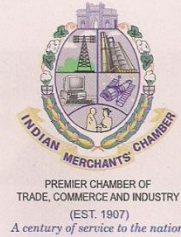
E-mail : info@thesys.co.in  
URL : www.thesys.co.in

# 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*



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  
Tel.: + 91-11-2578 2741  
Fax: + 91-11-2578 2741  
Email: jcsrivastava@hotmail.com