

Work Visit Visa (Mofa Approved) - PROCESS & REQUIREMENTS

1. Electronic Visa Copy from the Saudi Ministry of Foreign Affairs, with the candidates name ([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](#)) & ([Click For Sample](#)) which already we have
3. Contract Agreement in **original** from either companies (from the Saudi Sponsoring Company or from the Local Indian Company) to the candidate, ([Click For Sample](#)). Should be properly signed and stamped.
4. Chamber letter from the chamber of commerce where the local Indian company is registered, supporting the above visa application ([Click For Sample](#)) – duly signed and stamped.
5. 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. ([sample attached](#))
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...

Work Visit Visa (Sample)

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Work Visit Visa Mofa Approved -Sample.pdf - Adobe Reader

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المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA
MINISTRY OF FOREIGN AFFAIRS
وزارة الخارجية

الرجاء طباعة هذا المستند ومراجعة سفارة المملكة لإصدار تأشيرة الدخول

اسم طالب التأشيرة : بنك الجزيرة
رقم الملف : 0
رقم الطلب : 3092313
رقمه : 7000120712
تاريخ الموافقة : 2011/03/26
تاريخ التأشيرة : 14320421
تأشيرة رقم : 7001047173

النوع	جهة التقديم	الجنسية	المهنة	المدة	العدد	الإسم
زيارة عمل	مومباي	الهند	محلل مبيعات	- 30 سفرة واحدة	1	Yusuf Latif

3:58 PM
09-May-11


مؤسسة مقياس التقنية

عقد التفاهق
بين كل من
شركة داتا كوارتر
و
مؤسسة مقياس تقنية 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.

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.

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

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

مكتب الرياض 11372 المملكة العربية السعودية - هاتف: +966 1 229 1819 - فاكس: +966 1 229 1801 - سجل تجاري 101031194
PO.Box 301532, Riyadh 11372, Kingdom Of Saudi Arabia, Tel: +966 1 229 1819, Fax: +966 1 229 1801 - CR 101031194
www.benchmarktechnology.com



4. الأمور السرية:
يتفق الطرفان على الاحتفاظ بالاسم 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:





Work Contract Agreement

This agreement is made on 1st 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



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, 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
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

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