

Request Letter for Visa Recommendation
(On the letterhead of the Company)

Date: _____

To,
The General Secretary
Nepal Chamber of Commerce Hong Kong.
11/F, Flat D, Civic Commercial Building,
165-167 Woosung Street, Jordan, Kowloon, Hong Kong.

Subject: Request for Recommendation letter for visit VISA to Hong Kong

Sir,
I/We am/are Member of the NCCHK. Our Membership No. is _____.

We would be grateful if you can issue a recommendation letter to the Immigration Department of the Government of the HKSAR of the People's Republic of China for a Business visit VISA for travel beginning _____(Date).

We hereby certify that the person listed below is a full-time regular employee of our company. We confirm that.

1. We will fulfill all the requirements/documentations needed by the concerned Embassy for Visa; and
2. The information given below is correct to the best of our knowledge.

We also confirm and agree to keep indemnified the Nepal Chamber of Commerce Hong Kong and/or its officials against all possible actions/claims/demands/suits and proceedings or dispute or any liability arising out of the issuance of the Recommendation Letter for Visa, aforesaid as the case may be.

Following Documents are submitted along with Request letter for Visa Recommendation: -

1. Passport Copy of the concerned Company employee.
2. Copy of Invitation letter from the foreign company (each person).
3. Service Charge (HK\$150 for each person for Member, HK\$250 for non-member for each)

The details of the concerned employee(s) required recommendation letter(s) are as follows: -

Employee: 1

Surname:		Given Name:	
Date of Birth:		Gender:	
Employment Date:		Post:	
Passport No:		Place of Issue:	
Date of Issue:		Date of Expiry:	
Contact No:		Email Address:	

Employee: 2

Surname:		Given Name:	
Date of Birth:		Gender:	
Employment Date:		Post:	
Passport No:		Place of Issue:	
Date of Issue:		Date of Expiry:	
Contact No:		Email Address:	

Employee: 3

Surname:		Given Name:	
Date of Birth:		Gender:	
Employment Date:		Post:	
Passport No:		Place of Issue:	
Date of Issue:		Date of Expiry:	
Contact No:		Email Address:	

Employee: 4

Surname:		Given Name:	
Date of Birth:		Gender:	
Employment Date:		Post:	
Passport No:		Place of Issue:	
Date of Issue:		Date of Expiry:	
Contact No:		Email Address:	

Employee: 5

Surname:		Given Name:	
Date of Birth:		Gender:	
Employment Date:		Post:	
Passport No:		Place of Issue:	
Date of Issue:		Date of Expiry:	
Contact No:		Email Address:	

(Add, if more employee)

Thanking you

Yours faithfully,

Signature _____ (Authorized Signatory)

For _____ (Name of the organization)

Name & Designation _____

Company Chop: