

## Application Form for Business Visa Recommendation Letter

Applicant's Name

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Designation

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Company's Name

Co. Reg. No.

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Full Address

Telephone:

Fax:

Mobile:

Email:

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Explain sufficiently about your company's dealings

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Reason for travel

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Duration of stay

Date of travel

Date of return

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Name of contact person

Tel. No.

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Proposed address in Germany

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Source of your travel expenses

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Passport No.:

Issued On:

Valid Until:

Place of Issue:

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If you have traveled before, state the date & purpose

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Name and Address of the person in Nepal to be contacted in case of need

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Details provided in this form are correct and true

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Signature of Applicant

Company's Seal

Date

Certified by Company's Chief

Name

Designation

\_\_\_\_\_  
Signature of Company's Chief

**Application must accompany the following documents: -**

1. Company's request letter
2. Applicant's Biodata
3. Company Profile & Bond duly filled up (Specimen forms attached)
4. Photocopy of (a) Passport (b) Company Registration & Tax Clearance Certificate or Similar Document (c) German Invitation/Sponsor or Similar Supporting Document
5. Bank Statement
6. Airline Ticket/Reservation
7. Hotel Reservation
8. Insurance