

INSTRUCTIONS

1. The applicant has to apply along with the documents mentioned below:
2. **Visa application forms** to be filled in “Capital letters” by the applicant and be **submitted together with**
 - 2.1 Passport must be valid for minimum six months.
 - 2.2 Reference Letter from your present employer, office mentioning your job position, duration of service and salary / income. In case of business owner, please attach the requested on your company letter pate / Certificate of National Tax Number (NTN).
 - 2.3 Latest Personal Bank Statement for 6 months duly signed & stamped by the bank officer.
 - 2.4 A photocopy of ID card.
 - 2.5 Photocopy of Passport (first four pages)
 - 2.6 Two fresh color passport size photographs (3.5x4.5 cm). Two photograph of each child will also be required if accompanied.

3. TYPE OF VISA	NORMAL FEE
a) Tourist (Single entry) valid for 3 months	15,000 Rs /=
b) Business (Single entry) valid for 3 months	15,000 Rs /=
c) Business (Multiple entry) valid for 6 months	20,000 Rs /=
d) Business (Multiple entry) valid for 12 months	25,000 Rs /=

Note: **Once submitted the fee will not be returned to the applicant in any case.**

4. **VISA HOURS** Monday – Saturday 09.00 – 12:00 Hours except official holidays
5. **A minimum of 2 working days** will be required for the consideration and granting of visa.

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