INVITATION BUSINESS VISIT VISA (Mumbai)- Process & Requirements

1. Copy of Invitation Business Visit Visa Slip – with the endorsement place as Mumbai. (Click For Sample)
2. Valid CR (Company Registration) copy of the Saudi Company. (Click For Sample)
3. Covering Letter from the Local Indian Company addressed to The Saudi Consulate, Mumbai requesting the above visa in company letter head with proper signature and company seal. Designation should be mentioned same as in the Invitation Business Visit Visa slip. (Click For Sample)
4. Chamber Letter from the Chamber where the Local Indian Company is registered. Should be addressed to The Saudi Consulate, Mumbai. Designation should be mentioned same as in the Invitation Business Visit Visa slip. Chamber Seal must in the letter. (Click For Sample)
5. Original Passport (should have minimum 8 months validity & should contain facing blank pages) + old passport.
6. Recent color photo – 4 Nos. (White background, Size 4x6cm, formal dress)

N. B: 1. The designation / job category mentioned in the covering letter and Chamber Letter should be the same as the job category mentioned in the visa slip.

2. The profession should be business type like Business Consultant, Marketing Manager, Business Development Manager etc.. (not occupational or professional type like Electronic Engineer, Computer Programmer, System Analyst etc...)

3. Profession should be mentioned in Arabic, in the Invitation visa slip.

Imp. Note: Generally the Invitation Visas are, only Invitation Letters from the corresponding Saudi Companies. These types of visas are entirely at the discretion and judgment of the Saudi Embassy – Either may be Endorsed or Rejected by the Saudi Embassy without specifying any reason. So, ACS could not take any responsibility of the endorsement of these types of visas.
Invitation Business Visit Visa (Mumbai) – Sample

طلب خطاب دعوة

الإملاء في مسمىขยาย المحررين المواليين في: مومس
رقم خطاب الدعوة: 61487840612 - تاريخ: 12/01/2014

المرجو ملاحظة أن الخطاب يتم التصديع عليه في خطبة الدعوة من قبل القسم التجاري ثم يرسل إلى المستند في الدولة المضيفة وذلك للإقدام في المسمى بالضمان أن يحول هذا الخطاب إلى أمانة إقليمية من الدولة المضيفة.

تم تسجيل الخطاب في tablet: 0214067428 (تاريخ 13/01/2014)
The Visa Officer  
Royal Consulate General Of Saudi Arabia  
Maker Tower F, 4th Floor,  
Cuffe Parade, Mumbai - 400 005  
03 February 2014

Dear Sirs,

ISSUANCE OF BUSINESS VISA

Mr. Anuj Rathi, Senior Executive Manager, Corporate Trust and Loan Agency, HSBC Securities Services India, holding passport number K6745627, has been working with the Bank since 09 March 2009 and is required to travel to your country for business purposes from 11 February – 13 February 2014.

He is currently residing at 1/601-602, Anmol Apartment, Andheri Kurla Road, Opp Leela Business Park, Andheri (East), Mumbai - 59.

For your information, Mr Rathi will be carrying sufficient funds to cover all expenses, including medicals, incurred by him during his stay in your country. A copy of his credit card is also enclosed for your reference.

We would be grateful for your assistance in granting him the necessary entry visa at the earliest.

Yours sincerely,

[Signature]

Priya Chatterjee  
Vice President – Human Resources  
HSBC Securities Services

The Hongkong and Shanghai Banking Corporation Limited  
HSBC Securities Services  
Plot No.139-140 B, Western Express Highway,  
Sahar Road Junction, Vile Parle (East), Mumbai-400 057.  
Telephone: (91-22) 40357000 Fax: (91-22) 40357469  
Incorporated in Hong Kong SAR with limited liability  
Please address all letters to The Manager
Sec./Visa/037/0226

February 4, 2014

The Royal Consulate General of
Saudi Arabia
Maker Towers 'F', 4th Floor
Cuffe Parade
Mumbai - 400 005

Dear Sirs,

M/S. THE HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED are members of this Chamber and their Membership Number is BC/0003/O/2010. We understand that their Senior Executive Manager, Corporate Trust and Loan Agency, HSBC Securities Services, India, Mr. Anuj Rathore is visiting Saudi Arabia on their behalf on a business promotion tour.

The Chamber, therefore, recommends that a visa be granted in favour of Mr. Anuj Rathore, for the purpose.

Indian Passport No: K 6745527; Date of Issue: 06/09/2012; Date of Expiry: 05/09/2022

Yours faithfully,

Sanjay M. Gaikwad
Assistant Manager

As/