



## PHD CHAMBER OF COMMERCE AND INDUSTRY

PHD House, 4/2 Siri Institutional Area  
August Kranti Marg, New Delhi – 110016 (India)  
Tel. : 26863801-04; Fax : +91-11-26855450, 26863135  
E-mail : phdcci@phdcci.in; Website : www.phdcci.in

### Guidelines for Issuance of Recommendation Letters for Visa

PHD Chamber of Commerce and Industry (PHD Chamber) issues recommendation letters to member companies for issue of visa for **business promotion visits to foreign countries**. PHD Chamber has been advised to obtain certain basic information before issuing the recommendation letters for issuance of visa. Member companies desirous of obtaining recommendation letters for issue of visa are requested to furnish the following information to PHD Chamber at the time of applying :

1. Request letter addressed to PHD Chamber, on the printed letterhead of the company, clearly specifying the name of the person who is seeking the visa, his / her designation in the company, his / her passport number and the country(s) to be visited.
2. Photocopy of the passport of the person applying for the visa.
3. Photocopies of invitation letters / trade enquiries received from the country(s) to be visited.
4. In case of group companies, including subsidiaries, of members companies of PHD Chamber, an introduction letter from the member company.
5. Fee payable is Rs. 150/- per letter per person (Rs. 300/- for a group company or subsidiary of a member company).

Meeting all the above requirements does not necessarily mean that the visa recommendation letter will be issued by PHD Chamber automatically. PHD Chamber has the right to reject any request without specifying the reason.