

GUIDELINES FOR ISSUANCE OF VISA RECOMMENDATION LETTERS

These guidelines are hereby prescribed for issuing of VISA recommendation letters by EEPC India to the participants taking part in the exhibitions held abroad, representatives of member organizations visiting foreign countries in connection with their line of business or for their business delegates/ buyers/ raw material suppliers/ equipment manufacturers, service personnel and distributors visiting them in India in connection with any work concerning the member's business, subject to fulfillment of the rules and stipulations prescribed herein.

The following guidelines have been approved by the Working Committee of EEPC India for implementation with immediate effect:

1. The VISA recommendation letter shall only be issued after a participating organization has expressed its interest in writing/ filled-up and submitted the participation form duly completed in all respects and in cases when a member organization requests in writing that such VISA recommendation letter is required for their representatives going to a foreign country for participating in international exhibition or for development of their line of business or for their business delegates/ buyers/ raw material suppliers/ equipment manufacturers, service personnel and distributors visiting them in India in connection with work pertaining to the member's business.
2. The request for issuing Visa recommendation letter for participating in international exhibition or for development of their line of business should be made to the Regional Director of the respective region at least 4(four) weeks before the starting date of the proposed travel.
3. For taking part in overseas exhibitions, if the participating organization does not make 75% payment of the participation charges and other dues to EEPC India, then in such cases Visa recommendation letter shall NOT be issued.
4. Before issuing such letters, the concerned EEPC India regional office will check the veracity of an employee/staff who is being nominated by the participating organization to attend the exhibition abroad or who is going abroad for development of their business. Members are required to submit TDS Form-16A; Salary Slip along with Appointment letter of the employee/staff or any other statutory records like PF or ESIC slips, as applicable.
5. Members are also required to submit a written Undertaking to EEPC India signed by their Managing Director, Partner, Designated Partner or Proprietor, as the case may be, to the effect that their organization shall be solely liable for the conduct and acts of their employees/staff who is being nominated to attend the exhibition abroad or who is going abroad for their business development work.
6. Members are to ensure that such employee/ staff should be in regular employment of the participating organization and necessary checks are to be done thereof and the employer/ owner of the organization shall be solely responsible to ensure return of the employee/ staff back to India after completion of the exhibition/ business related work.

7. In cases where a member organization requests for issuance of Visa recommendation letters for their delegates/ buyers visiting India or for their raw material suppliers/ equipment manufacturers, service personnel and distributors visiting them in India in connection with work pertaining to the member's business, the member has to make an application in writing to the Regional Director of his region by giving a brief description of the person who is planning to visit India and the purpose connected therewith. Such application should be submitted along with the following documents:
 - (a) Legal registration document of the concerned person's organization duly notarized/ attested by the local authorities of that country;
 - (b) A recommendation letter or a membership document of a leading Chamber of Commerce/ Trade Promotion Organization of that country;
 - (c) An written Undertaking from the concerned member signed by their Managing Director, Partner, Designated Partner or Proprietor, as the case may be, to the effect that their organization shall be solely liable for the conduct and acts of the person visiting India; and
 - (d) Any other documents of relevance like local tax registration of the buyer or alike.
8. EEPC India shall not issue Visa recommendation letters for Nationals of a Country which has been prohibited by the Government of India.
9. The VISA recommendation letters are mere recommendations made by EEPC India and every such letter issued will inter alia contain a Disclaimer that EEPC India only recommends for issuance of the VISA and certifying to the extent that the concerned person is a participant at the exhibition or that the person in question has been certified by the organization to be an employee of a member organization or their delegate/ buyer / raw material or equipments supplier/ service personnel/ distributor and the Foreign Embassy / Consulate / Embassy of India / Indian High Commission where the VISA application has been preferred are to do their procedural checks before granting the VISA in question.
10. EEPC India will ONLY recommend for VISA but in no circumstances will be responsible for its issuance and the participant in respect of exhibitions remains liable to pay the dues to EEPC India even if Visa is not obtained by them for any reason whatsoever.
11. Any organization/ person misusing EEPC India VISA recommendation letter in any manner whatsoever will be precluded from participating in future events/ exhibitions of EEPC India and such information will also be communicated to Government of India, Ministry of External Affairs, MOC&I and also to major Foreign Embassies in India.
12. These guidelines for issuing of VISA recommendation letter are to be published in the event Website, Circular for information of all the members.
12. Regional Offices are also to send copies of the VISA recommendation letters to Head Office in Kolkata and to H.O. (Cell) in New Delhi for information.
13. More than two VISA recommendations could be issued by EEPC India in certain cases, if the participating organization takes a large booth of bigger area wherein it is necessary for presence of more than two representatives for manning the booth efficiently. The same may also be done if the organization can provide sufficient reason for the requirement of the number of persons recommended. However, this will depend on

case to case basis and decision of EEPC India in this matter shall be absolute.

14. EEPC India shall have the absolute right and discretion of not issuing a Visa recommendation letter if deemed proper and appropriate.