

GUIDELINES FOR ISSUANCE OF VISA RECOMMENDATION LETTERS

These guidelines are hereby prescribed for issuing of VISA recommendation letters by FOKIA, KUTCHH to the members, 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 FOKIA, KUTCHH for implementation with immediate effect:

1. The VISA recommendation letter shall only be issued 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 Senior Executive, Ms. Mamta Vasani on bhuj1@fokia.org email address of FOKIA, KUTCHH at least 4(four) weeks before the starting date of the proposed travelling .and itinerary
3. Before issuing such letters, the Senior Executive, FOKIA, KUTCHH 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. Members shall also submit the details of the auspicious, nature of the proposed business travel supported with the document if any.

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4. Members are also required to submit a written Undertaking to FOKIA, KUTCHH 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.
5. 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.
6. FOKIA, KUTCHH shall not issue Visa recommendation letters for Nationals of a Country which has been prohibited by the Government of India.
7. The VISA recommendation letters are mere recommendations made by FOKIA, KUTCHH and every such letter issued will inter alia contain a Disclaimer that FOKIA, KUTCHH 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 equipment 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.
8. FOKIA, KUTCHH will ONLY recommend for VISA but in no circumstances will be responsible for its issuance even if Visa is not obtained by them for any reason whatsoever.
9. Any organization/ person misusing FOKIA, KUTCHH issued VISA recommendation letter in any manner whatsoever will be precluded from membership of FOKIA, KUTCHH and such information will also be communicated to Local Government Authorities, including the Local Police Station at Bhuj.

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10. These guidelines for issuing of VISA recommendation letter are to be published in the FOKIA, KUTCHH Website i.e. <https://www.fokia.org/> and issue a Circular for information of all the members.
11. FOKIA, KUTCHH shall have the absolute right and discretion of not issuing or to recall a Visa recommendation letter if deemed so. The decision of FOKIA, KUTCHH will be final in this regard.
12. Members requesting for recommendation shall provide copies of all documents submitted with the embassy/consulate by the individual concerned for whom the recommendation is sought to FOKIA along with the declaration as to the statement and contents made therein are true.
13. FOKIA May require any other conditions to be fulfilled or complied with in any special case

Regards,
FOKIA

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