

ITD 47

11 February, 2019

Ministry of Economic Affairs,
Thimphu, Bhutan

Dear Mr. Sonam Tshering,

Subject: Confirmation as ITD Participant to Attend ITD's Digital Trade and Future Commerce Regional Workshop 2019 in Thailand (25-28th February)

ITD is pleased to confirm your place as one of the sponsored participant to our upcoming workshop in Bangkok. As our participant, ITD will cover the following expenses listed below:

- Round trip economy class airline ticket from your domicile country to Bangkok, Thailand
- Standard single room hotel accommodations no more than 6 nights at the Twin Tower
- Airport transfers between Suwannabhumi International Airport and the venue hotel (roundtrip)

In the meanwhile, we would appreciate if you can send us a scanned copy of your passport at the earliest. Enclosed Our staff will be communicating with you shortly to coordinate the logistical arrangements.

Once again, we thank you for your kind support and look forward to your participation very soon. In the meanwhile, if you have any questions or require further assistance please do not hesitate to contact the following ITD staff listed below.

Yours respectfully,

A handwritten signature in blue ink, reading 'Piyaporn Aiemtitiwat'.

(Dr. Piyaporn Aiemtitiwat)

Acting Executive Director

International Institute for Trade and Development

11 February, 2019

Immigration Officer

Visa on Arrival Section

Immigration Department-Suwannabhum Airport

Ministry of Foreign Affairs

Thailand

Dear Sir/Madam,

**Re: Assistance to Secure Visa Entry for ITD's Digital Trade and Future Commerce
Regional Workshop**

On behalf of the International Institute for Trade and Development (ITD), we would like to seek your kind assistance to expedite the visa application for Mr. Sonam Tshering, who has been accepted to attend ITD's Digital Trade and Future Commerce Regional Workshop, scheduled from 25 - 28 February 2019 in Bangkok, Thailand. His passport details are mentioned below:

Full Name: Sonam Tshering,

Gender: Male

Nationality: Bhutanese

Passport No: G059257

Passport Type: Normal

Issue Date: 29 May 2023

Expiry Date: 16 February 2024

Place of Issue: Thimphu

We would be grateful for any assistance you can provide for this applicant to secure his entry visa and to enable the applicant to travel to Bangkok, no later than 22nd February, 2019. ITD and will cover all of the applicant's travel and living expenses throughout the duration of the programme.

We are enclosing the official programme for your reference. Should you have any questions pertaining to this applicant, please do not hesitate to contact Ms. Duangthip Chomprang, Director of International Cooperation via email duangthip@itd.or.th or mobile contact: +66 897762410.

ITD is a regional organization established in 2002 under the UNCTAD 11th Session in 2000 to serve the needs of the region by providing technical capacity building to the region in the areas of trade, investment and sustainable development. ITD is also a public, non-profit organization under the Ministry of Commerce of Thailand. ITD's peer organisations include ESCAP, UNCTAD, WTO, UNIDO, APO and other regional and international development bodies.

Your respectfully,



Dr. Piyaporn Aiemtitiwat
Acting Executive Director
International Institute for Trade and Development (ITD)