**Tropical Fish International (PVT) LTD.**

**OPR for Arranging of Visa for official visits of employees.**

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| **SUBJECT** | OPR for Arranging of Visa for official visits of employees |
| **RECORDER (Name Designation)** | Administration |
| **APPROVED BY (Name Designation)** |  |
| **CREATED DATE** |  |
| **NO. OF PAGES INCLUDING THIS PAGE** |  |

**Introduction**

Arranging of Visa for official visits of employees.

**Content**

1. Visa details of employees.
2. Valid passports of employees.
3. Details of Visa and travel agents.
4. Visa processing authority from the company.

**Process**

1. Obtain the authority for visa processing from relevant authority.
2. Get the details of visa arrangements. Country of travelling, type of visa, period of stay, intended dates of travelling and returning etc.
3. Call quotations from visa agents.
4. Analyze quotations considering the cost and processing period.
5. Arrange all relevant documents for the process. Like passport, photos and other documents (employee confirmation letter with leave approved) requested by the agent according to the visa type (business or tourist).
6. Offer the visa processing to the selected agent.
7. Arrange advance payment of upfront payment as agreed with the agent.
8. Follow up the visa processing process with the agent till the completion.
9. Get down the passport with endorsed visa and hand over the passport to the person concern.
10. Keep separate scan document details in a separate folder.