

Interoffice Memorandum (CVV)

To : Employee Services (ES)
From :
Date :
Sub : Request a Commercial Visit Visa (CVV)

Kindly arrange for the visa request of:

Visitor Name	
Nationality	
Date of Birth	
Passport No	
Issue date	
Expiry date	
Vaccine name	
Purpose of visit	
Business unit	
Cost Center	

- *Required a prior approval from the Residence Affairs general manager before being registered on the system for women under 40 years old*
- *The following nationalities need an approval from the Minister of interior for a visa (Iraq – Afghanistan – Syria – Iran – Yemen – Pakistan).*
- *Fees will be charged on business cost center.*
- *For Indian passports required to provide first and last page.*

Note: Be sure all provided documents are clear and sent by email in single PDF format for each visitor.

Director Approval signature + name

V.P Approval signature + name