Hi Gopinath,

We are pleased to inform that your visa has been approved and a copy of Visa  is attached for your reference. It is imperative to ensure accuracy of your personal data (Surname, Given Name, Date of birth, Passport no, Gender & Nationality), Visa Category, Entries permitted, Visa Issue and Expiry Dates printed on the visa label to avoid any issues at the time of travel.  Request you to verify the details and let us know if there are discrepancies to initiate corrective action immediately.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **EMP ID** | **EMP NAME** | **COUNTRY** | **CATEGORY** | **ENTRY TYPE** | **STAMPING VLD FROM** | **STAMPING VLD TILL** | **Duration of stay** |
| TG3241 | Gopinath Rajaram | Philippines | BV | Single | 25-Jan-2019 | 24-Apr-2019 | 30 Days |

Please have your passport collected from us between 3 – 4 PM tomorrow.

***Important Note:***

At the time of travel you must carry either a Port of entry letter for travel on a business visa or a Deputation letter for travel on a work permit to support your claim of your travel being official. These letters may be shown at the immigration counter if asked for a company letter or a proof to support the purpose of your visit.  You will get in touch with HR and ‘Travel desk for the deputation letter and the port of entry letter respectively couple of days prior to your date of travel.

