

Standard Rules to be observed by applicants for the certification of Introduction Letters for Saudi Visa Applications

The **London Chamber of Commerce (LCCI)** is an issuing authority authorised by Her Majesty's Government under EC Regulation No 2454/93 for granting or certifying officially prescribed Certificates of Origin and international trade documents, which operates in this regard under the guidance and conditions of British Chambers of Commerce.

The following rules (hereinafter referred to as "the Standard Rules") have been designed to render as simple and as equitable as possible the procedure and formalities connected with the Certification of Saudi Visa Introduction Letters. Before Certification by the LCCI it is a condition that each applicant shall give, in writing, an undertaking to conform with, and bound by, the Standard Rules operative at the time of Certification.

RULE 1

- a) Saudi Business Visa Introduction Letters presented for certification must be signed in accordance with Rule 3.
- b) The issuing body will certify the authenticity of the signature on the documents presented for certification.
- c) A copy of each document submitted to the LCCI for certification must be supplied for retention by the issuing office and must bear the signature of the person who signed the Saudi Business Visa Formal Undertaking.

RULE 2

It is the responsibility of the applicant to provide accurate data on the Introduction letter. In order that the LCCI may be satisfied as to the accuracy of the information we reserve the right to make any further enquiries we deem necessary.

RULE 3

All applications for Saudi Business Visa Introduction Letters must be signed by principals, i.e.:- in the case of a sole trader by the proprietor himself; in the case of a partnership by a partner of the firm; in the case of a corporate body by a director or the Company Secretary.

Alternatively, the letter may be signed by a duly authorised official. In this case, a letter of authority signed by the Proprietor, a Partner of the firm, or a Director or the Company Secretary of the corporate body, together with a specimen signature of the person concerned, must be deposited with the issuing body (this is in the form of the Saudi Visa Formal Undertaking).

RULE 4

If, at any time, any declarations made by an applicant should be called in question by any authority and the applicant does not, within seven days after being notified by the LCCI, satisfy us that the declaration was authentic, the issuing body shall be at liberty to communicate particulars of the case to the appropriate authorities.

RULE 5

The Standard Rules may from time to time be altered, amended or replaced by new Rules approved by British Chambers of Commerce. Any such modification, alteration or replacement, and the date from which such shall be effective, will be made known to applicants by the issuing body in writing. From the date on which any such modification, alteration or replacement of the Rules takes effect, applicants will be deemed to have had notice of it and be bound thereby.

RULE 6

Notwithstanding anything contained in the foregoing Rules, the London Chamber of Commerce and Industry reserves the right, at any time and without indicating any reason whatsoever, to refuse to verify or certify any documents which may be presented to it for verification or certification