

## VISA APPLICATIONS FOR BUSINESS VISITORS TO SAUDI ARABIA

On the 29 March 2016, the Embassy of the Kingdom of Saudi Arabia introduced a requirement that all Saudi Arabian Introduction Letters provided by applicants to support their applications for a Commercial, Working and Business Visa must be certified by a Chamber of Commerce.

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### WHY DO I NEED TO PROVIDE AN INTRODUCTION LETTER AGAINST MY VISA APPLICATION?

- An Introduction Letter serves as a confirmation to the Saudi authorities that any costs relating to the applicant's visit will be covered by their company and that the applicant will abide by the laws and regulations of the Kingdom of Saudi Arabia.

### WHAT IS THE PROCESS TO GET MY INTRODUCTION LETTER CERTIFIED BY LCCI?

- Before we can certify your Introduction Letter you must download, complete and sign a Saudi Business Visa Formal Undertaking (SBVFU). SBVFU is an agreement between you and the London Chamber of Commerce and Industry, which confirms that the information you are providing us with is truthful and accurate. Furthermore, this form tells us who is authorised to sign Introduction Letters on behalf of your company. SBVFU will be kept on our files and must be renewed on an annual basis.
- When the Introduction Letter is submitted to us for certification, we will compare the signature on the letter to the one(s) held on our file (SBVFU). The document will be processed if we can positively match the signatures.

### WHAT CRITERIA MUST BE MET?

- Applicant must be a full time employee of the (UK) Company
- Applicant must be resident in the UK.

### CAN I E-MAIL MY INTRODUCTION LETTER TO LCCI?

- No. The Embassy of the Kingdom of Saudi Arabia will only process an original document, originally signed by a senior person within your company. Your document can either be posted to us or delivered in person or via courier.

### HOW LONG WILL THE PROCESS TAKE?

- Postal applications are processed and posted out, via 1st class post, on the same day as received. Send your documents to: LCCI, Export Documents, 33 Queen Street, London, EC4R 1AP.
- Counter applications are processed while you wait (at no extra cost).

### HOW MUCH WILL IT COST?

- LCCI Fee: Standard 2019 rate for LCCI members is £26.10 (£21.75 + Vat) and £52.20 (£43.50 + Vat) for non-members. Please e-mail [membersales@londonchamber.co.uk](mailto:membersales@londonchamber.co.uk) or phone (0)20 7203 1881 for further information on membership
- Embassy fee: <https://saudiembassyuk.co.uk/general-guidelines/>

## WHAT IS THE CORRECT WORDING FOR INTRODUCTORY LETTER?

- The template below must be reproduced on your company letterhead and originally signed by a Proprietor, Director, Partner or Company Secretary (please ensure that the signature on the letter matches the one on the Business Visa Formal Undertaking held on our file).

Royal Embassy of Saudi Arabia  
30 Charles St  
London  
W1J 5DZ

### **(Insert date)**

Dear Visa Officer,

**(Insert name of your company)** registered in United Kingdom under registration number **(insert your company registration number)** specialising in **(enter your company's activities here)**, requests a visa to be granted for the following company's employee:

Name:

Passport Number:

Nationality:

Job Title:

Invitation Number or Visa Number:

Name and Address of Host Company:

Reasons for travel:

Duration of visit:

Travel date:

### **TYPE OF VISA REQUIRED:**

Commercial (Business)

Governmental

Working Visa

### **NUMBER OF VISITS:**

Single Entry

Multiple Entry

Please grant a relevant Visa for **(Insert name of the employee)**. We confirm that **(Insert name of the UK company)** assumes full responsibility for our employee's visit and undertake to ensure that she / he will abide by the laws and regulations of Kingdom of Saudi Arabia.

Yours faithfully:

Signed by:

Name:

Job title:

Company stamp: