



## Application for Business Visa Approval Letter (Visa on Arrival)

Deadline for approval letter requests is May 19, 2019. Please note that the approval letter can only be issued for the period of the event: June 19 - 22, 2019.

### Organisation Details

Company Name \_\_\_\_\_

Department \_\_\_\_\_

### First Representative

Mr  Ms First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Passport No. \_\_\_\_\_

Position in Organisation \_\_\_\_\_

Nationality \_\_\_\_\_

Email Address \_\_\_\_\_

\*Please send us **a colour copy of your passport (photo page)**

### Second Representative

Mr  Ms First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Passport No. \_\_\_\_\_

Position in Organisation \_\_\_\_\_

Nationality \_\_\_\_\_

Email Address \_\_\_\_\_

\*Please send us **a colour copy of your passport (photo page)**

### Travel Dates

Date of Arrival \_\_\_\_\_

Date of Departure \_\_\_\_\_

### Payment

**An approval letter issued by the Vietnam Immigration Department costs EUR 40 per person and it will be sent by email.** You will be invoiced for the approval letter by ICEF. Invoices are payable upon receipt and can be paid either by bank transfer or by credit card. You will find further information on the invoice.

### Terms and Conditions

You will receive an invoice/receipt and a copy of the approval letter by e-mail. The approval letter will be processed after we have received your full payment. Please note that the approval letter processing fee is non-refundable.

Name \_\_\_\_\_

Place and date \_\_\_\_\_

By completing and dating the form you acknowledge the accuracy of information provided and agree to the terms and conditions above.

**Additional information on Vietnam visa on arrival:** You must arrive at international airports (Ho Chi Minh, Hanoi, Da Nang) and will need to pay a fee at the Vietnam airport to get your passport stamped. Your approval letter will be considered to be legal evidence admitting your entry to Vietnam by the Vietnam Immigration Department. The stamp fee for a single entry is USD 25 which should be paid in cash directly to Customs and Immigration.

► **Email to [cirrgang@icef.com](mailto:cirrgang@icef.com)**