

被邀请人任职说明复印件

要有：

被邀请人姓名、

护照号码、性别、

出生日期、职位、

薪水、来华目的、

什么时候来、什么时候走，

按时回国，遵守中国法律法规，如有违反后果自负等

温馨提示：

- 1、任职说明书具体内容不作限制，但必须具备上面的要点。
- 2、由被邀请人工作单位出具，有被邀请人单位抬头，须加盖被邀请人单位公章和法定代表人签名。
- 3、加盖申办单位公章。

参考样例见下图：

مؤسسة فهد حمد العواد التجارية Est.

Mobile: +966-566637167, +966-503948771 C.R. 2060024359, Dammam - Kingdom Saudi Arabia



Date: 23/07/2017

Subject: Visa Request

Respected Sir/Madam

We,

Est. CR No: 2060

want to start business with

Co, LTD. So we would like to send one person

from our company to visit this company and make further negotiation.

There are the following details of our traveling Person:

Name:

Position:

Date Of Birth:

Passport:

Nationality:

Contact:

E-mail:

We guarantee he will abide by laws of your country and be back as scheduled. All costs occurred during this trip will be covered by our company. We will be thankful to you if you issue him a visa as soon as possible.

THANKS..

FahadHamad Al Aywad.



MAX
FILTERS
لوكيل المقتمد
Authorized Dealer

