

2. Purpose of Journey

(Please read carefully the note below)

Please give below a precise description of the purpose of the journey, including full details of the business to be transacted indicating the centres to be visited and the time to be spent at each centre.

3. Period of Stay (Specify Exactly)

Country	No.of days	Exchange Required
.....
.....
.....

Name of Applicant:
(in Block Letters)

Complete Address:
.....

Designation & Technical Qualifications

Passport No. Date Place of issue

Approximate date of departure and return

Date

Signature of Applicant
(Traveller)

4. Declaration to be signed on behalf of the firm or company whom the traveller is representing, by person/s authorised to operate on their banking account or by persons specially authorised to sign these applications on their behalf.

We Messrs.

hereby declare that the journey to which this application relates is being undertaken on our behalf by Mr.
(Name of traveller)

* Who is Managing Director/Director/Working Partner/Proprietor/Whole-time employee of our firm/company and the total cost is being charged to us. Our National Tax Number is

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* Score out which is not applicable.

.....
stamp and Signature with
name and designation

Date