

**{ Formal letter format to provide the details of Foreigners to visit the VOC Port Authority
and to be fed on the web portal }**

To

The Port Registration Officer,
V.O. Chidambaranar Port Authority.

Sub: Permission letter for Foreigners to visit VOC Port Authority.

Our principal employee intends to visit the VOC Port, the details of the person are as given below: -

FORM FOR FURNISHING FOREIGNERS VISIT DETAILS

1.	Given Name of the foreigner	
2.	Surname of the foreigner	
3.	Date of birth	
4.	Nationality	
5.	Passport Number / Date of Issue / Date of expiry	
6.	Visa Type	
7.	Visa Sub Type	
8.	Visa Number / Date of Issue / Date of expiry	
9.	Date of visit (From)	
10.	Date of visit (To)	
11.	Name of Organization/Company	
12.	Contact Name and Phone number	
13.	Location of visit	
14.	Purpose of visit	Business promotion / Technical Maintenance / Installation of Machineries / Official / Personal / Conference / Seminar
15.	We hereby undertake full responsibility for the foreign personnel and give assurance that one Bonafide person will accompany and escort him all the time within the Port premise to ensure a safe and secure visit adhering to all the rules and regulations.	

2. Request your permission to visit the Port.

Yours faithfully,

Place:

Date:

Name & Signature of Authorized Person

Enclosed: Copy of passport, Copy of Valid visa

Permitted by

Nodal Officer – Harbour Master, VOCPA