

Company Logo

Company address in Korea

Serial Number: ABC-00003

TRAVEL ORDER

Date: 01.02.2011

The Consular Section
Embassy of the India

I, the undersigned, as the president of **Company name in Korea**. Hereby certify that the following staff has been ordered to travel to the India on our official business.

Name in Full: Gildong, Hong

Date of birth: 05. 23. 1985

Sex: Male

Passport Number: M05231979

Position Held: Manager of Product Development team

Purpose of travel: Business meeting with the following firm

Period of stay in India: 1) 10. Jan. 2011 ~ 25. Jan. 2011

2) 18. Mar. 2011 ~ 09. Apr. 2011

3) 26. Nov. 2011 ~ 02. Dec. 2011

Final destination in India: Delhi

Company name: Company name in India

Contact Person: **Name**

Address: Company Address in India

Tel: Telephone number of company or Contact person

The Company fully guarantees to pay all expenses to be incurred by above person during his stay in India and trip to and from India including round trip air tickets, food, accommodation and other incidental charges.

It is guaranteed that he will not violate the existing domestic law of the India and observe the rules and customs and will be back as soon as he finishes business.

회사 명판 & 법인 인감 날인



서명권자의 서명

Signature

Company name

Address:

Email:

Tel: