



No.EXH:POL:5(1)/2010
India Trade Promotion Organisation
(FS-I Division)

Pragati Maidan, New Delhi
March 6, 2018

CIRCULAR

Fair Officers for overseas events are advised and cautioned to obtain a Notarized Affidavit (executed on a Stamp Paper of Rs. 50/-) from all participants on the lines enclosed, before confirming participation and, or issuing Visa recommendation.

Compliance is essential irrespective of the nature of events (B2B, B2C etc.) or region.

(Vikas Malhotra)
General Manager

To:

1. All HODs
2. All Fair Officers
3. Foreign Fair Desk
4. Notice Board

Copy to: PS to CMD
PA to ED

AFFIDAVIT

I, _____ son/daughter/wife of _____
resident of (address) _____
that I am the proprietor/partner of the (name of the
entity/company) _____ having its
office at _____ do solemnly affirm and
declare as under:

1. That our company M/s _____ is participating at
_____ (name of Fair) _____ (date).
2. That our company will be represented at the exhibition by:
 - (i) Mr./Ms. _____ Designation _____ and
 - (ii) Mr./Ms. _____ Designation _____

Who has / have good background in the field of products
being displayed by our company.
3. That the above Official(s) need to apply for Business Visa
to enter _____ (name of country) as per governing
law of the land. You are requested to issue the Business
Visa recommendation letter accordingly.
4. That the above named Official(s) will return to India after
the conclusion of the fair and submit a proof of his/her
arrival. We agree that if the representative(s) don't
return to India, the company may be blacklisted by ITPO and
appropriate legal action including lodging of FIR with the
Police may also be taken by ITPO.
5. That our company will bear his/her/their cost of air-travel
and boarding & lodging expenses in _____ (name of
country).
6. That our company will adhere to all the rules and
regulations of fair authorities as well as ITPO for smooth
participation in the above fair.

DEPONENT

VERIFICATION

Verified at New Delhi on this _____ day of _____ 2018 that
the contents of the above said affidavit are true and correct to
the best of my knowledge and belief.

DEPONENT

(To be executed on stamp paper of Rs.50 and attested by Notary)