

**COVERING LETTER
(FOR BUSINESS VISA ONLY)**

Company name:

Major field of business:

Contact details (address, phone and fax numbers, e-mail, website):

Is the company listed?

(if yes, please indicate the name of Stock Exchange)

No

Yes

Market capitalization (in USD) of the company:

Turnover of the company:

Number of employees:

Name of Employee traveling to Kazakhstan:

Name of Employee traveling to Kazakhstan:

Contact details of employee (email and cell phone number):

How long the employee is working for the company?

Name of Employee traveling to Kazakhstan:

Counterpart(s) in Kazakhstan:

Contact details of counterpart(s):

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Date

Signature

Name of authorized person