

Visa Request Form

Ricoh International

Dear Business Partner,

More and more frequently we receive from our business partners requests for invitation letters in order to obtain visas to enter the country where our meeting(s) and/or event(s) takes place.

If such requests are made to facilitate meetings with staff or management of Ricoh International BV, we are happy to support such requests. In order to provide you efficiently with an adequate invitation letter, we hereby request you to use this form if you would like us to provide you with an invitation letter.

In the past visa requests were denied because the passport of the person requiring the invitation letter had to be valid for at least 6 months from arrival date. We therefore request you to attach a copy of a passport, which complies with this validity period.

Provision of the below required information is mandatory. If any information is missing or not correctly provided, we cannot provide you with the invitation letter.

Required Information:

Name and Surname:.....

Mr. Ms. Mrs.

Date of birth (dd/mm/yy):.....

Passport number:.....

Passport issue date:.....

Passport expiry date:.....

Nationality:.....

Full company name:.....

Job title:.....

Attending following meeting / event:.....

Visa need for period: From..... till

Name of your contact from Ricoh:.....

Address of the embassy:.....

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Please add a copy of your passport to your request and send it to visaletters@ricoh-international.com