(Date)

* **Insert Company Letter Head**

**Energy In-Country Value (EICV) Division**

Department of Energy,

Prime Minister’s Office,

Jalan Perdana Menteri, Bandar Seri Begawan,

Negara Brunei Darussalam.

Dear Sir/Madam,

**Re: Application for Professional Visit Visa (PVV)**

**Note (For Company information): This application is strictly no hands-on/technical works involve.**

(Insert text)

* State the **current Local Employment %** in the company
* **Justification** on applying Professional Visit Visa (PVV) (e.g. to attend meetings, consultation, provide in-house lecture/training, etc.)

Details of the personnel as below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name** | **Position in the Company** | **Nationality** | **Age** | **Passport No.** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

We appreciate your kind assistance in considering our request for PVV for the individual(s) mentioned above.

Thank you for your cooperation.

Yours faithfully,

For [**State Company Name**]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Name of Applicant** |  |  |
|  |  | Position Title |  |  |