

3. Request letter to FRRO

【Letter Head of Indo-Nippon Company】

12th September, 2014

The Foreigners Regional Registration Officer
Shastri Bhavan Annex
Chennai- 600006

Respected Sir,

Subject: Request for Extension of Employment Visa for **Mr. Taro Nihon**

We hereby certify that **Mr. Taro Nihon**, National of Japan, bearing passport No. **YZ5566778** had joined services of our Company as **Managing Director with effect from 1st November 2013.**

He came to India on **1st November 2013** vide Employment Visa No. **AL1234567**, issued on **10th October 2013**, having its validity till **9th October 2014**. *(further extended till 9th October 2014. The Employment Visa No AL 1234567 was initially registered under the serial number RCF\987654\Japan\Chennai\2014, issued on 10-10-2013 and having its validity till 10-9-2014.)*

He is presently residing in – **Door No.405, xxxx Avenue, xxxxx, Chennai, 600xxx.**

Also please note that no qualified Indian is available for the post of “**Managing Director**” for which **Mr. Taro Nihon**, the foreigner is appointed. His qualification and professional skills are essential for the post in which he is appointed and we do not have a similar resource available in India with the specific skill set.

We request you to kindly accept his visa extension papers and issue him one year visa extension.

Thanking you,

Indo-Nippon Company

Company Seal

R. Senthilkumar
Director

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の修正/再提出を要求される場合があります。