



### Invitation Letter For Trade Visitors – REQUEST FORM

Please complete clearly in **BLOCK LETTERS** and then return this REQUEST FORM via email: [cs@asiaapparelexpo.com](mailto:cs@asiaapparelexpo.com) together with the following 3 necessary documents to our Customer Service Department.

1. **Copy of your Passport**
2. **Copy of your Certificate of Business Registration**
3. **Copy of your Business Card**

#### **Read carefully the below before completing the Request Form:**

1. The Invitation Letter will only be issued to those **qualified pre-registered trade visitors**.
2. Make sure you have **completed buyer pre-registration** for the exhibition before submitting this Request Form.
3. The Request Form together with all the above-mentioned documents must be submitted **no later than 1 Jan, 2020**. Any request submitted after 1 Jan, 2020 will not be entertained.
4. Each Request Form caters **ONLY ONE attendee**.
5. It takes about **14 working days** to process after receipt of the duly completed Request Form and all necessary documents.
6. The show organiser and manager **reserve the right to decline any request** as they deem inappropriate without giving any reason.
7. Upon approval, the invitation letter **will be sent by mail** to the address you have given in this Request Form.
8. The invitation letter only serves as a supporting document for your Hong Kong entry visa application. The show organiser and manager **shall not send the copy directly to or contact any Embassy**.
9. For further enquiries, please email to: [cs@asiaapparelexpo.com](mailto:cs@asiaapparelexpo.com)

#### **COMPANY DETAILS**

Company Name:	
Mailing Address:	
Postal Code:	Country:
Phone Number:	Email:
Company Website:	

#### **ATTENDEE'S INFORMATION**

Last Name:	Salutation: Mr. /Ms. /Mrs.
First Name:	Date of Birth:
Passport Number:	Nationality:
Expiry Date:	Issue Date:
Job Position in the company:	

Date: \_\_\_\_\_

#### **Below For Show Organiser/Manager's Internal Use Only**

Ref No:	Date of Receipt:
<input type="checkbox"/> Approved	<input type="checkbox"/> Declined
Approved by:	Remarks:
Date:	
Invitation letter issued on:	