



Invitation Letter For Trade Visitors – REQUEST FORM

Please complete clearly in **BLOCK LETTERS** and return this REQUEST FORM via email: cs@comasia.com.hk 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 Oct, 2019**. Any request submitted after 1 Oct, 2019 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 entered in the 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@comasia.com.hk

Please to select the show(s) you would attend:

20 – 23 October 2019

- Asian Gifts & Premium Show
- Asian Housewares & Kitchen Show
- Asian Toys & Baby Products Show
- Asian Festive, Christmas & Seasonal Show
- Asian Sporting Goods Show

27 – 29 October 2019

- Asian Gifts & Travel Goods Show
- Asian Stationery Show
- Asian Sanitary & Bathroom Accessories Show

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:	