

Fax or e-mail to
Intercultural Consulting, Service; Fax +49 201 830 443-9
e-mail: service@intercultural-consulting.de

We have been assigned by Filtech Exhibitions Germany to deal with invitation formalities. On behalf of Filtech Exhibitions we invite foreign visitors who need a **VISA to the World Filtration Congress WFC10.**

We need the following information for those who are to be invited:

- Full name (as written in passport)
- Date of birth
- Passport number
- Name and address of the company the person works for and position in the company
- If you would like to apply for a visa at a general consulate instead of the visa office at the embassy, we need the address, telephone and fax numbers of the general consulate.

For your convenience, we have enclosed an information form you can fill out. If you do not use the form, please make sure to provide all the necessary information.

The person to be invited must have health and accident insurance coverage during his/ her stay in Germany. The insurance has to be recognised by the German Embassy and it has to be proved there.

In addition, the purpose of travel has to be proved. It is also helpful if you can prove that you have already reserved or booked accommodations.

The embassy or the consulate makes an effort to issue the visa within a few days. Although, depending on the local situation it can take 14 days or longer until the visa application is processed. Furthermore, a longer waiting period is possible in certain countries or during peak travelling times. In order to ensure that the process goes off smoothly, we recommend you inform yourself in good time about the waiting period or processing period at your embassy or consulate.

The following documents have to be submitted for the application:

- Passport
- Passport picture
- Original application for issue of a visa
- Proof of purpose of travel
- Written invitation
- Proof of health and accident insurance coverage
- Helpful: Proof of accommodation

The visa application with all necessary documents should always be personally submitted to your local embassy or consulate. In order to avoid subsequent demands for documents you should contact your embassy/ consulate in good time and ask about local particularities in application procedures.

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We will send you the following documents together with the invitation:

- ✓ Written invitation
- ✓ Letter from Filtech Exhibitions in which our assignment is stated
- ✓ Information about our company
- ✓ Passport copy of the owner of Intercultural Consulting

Kindly note that we can only send the invitation upon receipt of a small administration fee (see below). A pro-forma invoice will be faxed upon receipt of your application. The original invoice will be sent together with the other documents upon receipt of the funds. The payment can be made via bank transfer or cheque.

Please note that we can only proceed with your request when the pro-forma invoice has been paid.

If you engage us and have paid the invoice, we will send you the invitation and the corresponding documents by fax. At the same time, we will send the invitation and the corresponding documents to the German Embassy or Consulate by fax.

Furthermore, the original documents will be sent by courier to those who are invited or to the company for which they work. We also maintain contact with the embassy to ensure that everything goes smoothly.

We unfortunately must charge a service fee to cover our expenses.

According to our price list, our current fees are as follows:

- 60 EUR per person (invitation in one week, maximum)
- 20 EUR express surcharge (invitation by fax in one day)
- ca. 80 EUR fee for courier per postal address

For group invitations with over 15 people we charge the following service fees:

- 350 EUR per invitation (invitation in one week, max.)
- 100 EUR express surcharge (invitation by fax in one day)
- ca. 80 EUR fee for courier

INTERCULTURAL CONSULTING -SERVICE-
Fischlaker Str. 4
45239 Essen
Germany
Phone.: +49 201 830 443-7
Fax: +49 201 830 443-9
Email: service@intercultural-consulting.de

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| | |
|---|--|
| Name/Company | |
| Address incl. Postcode (No PO Box) | |
| eMail | |
| Fax Number | |
| Phone Number | |

IMPORTANT: Read the visa info sheet carefully

I would like an invitation to the following event:

WFC10 – World Filtration Congress & Exhibition

Date of Event: April 14 – 18, 2008

Time period of invitation (if it differs to event date)

Reason for different time period of invitation

Individuals to be invited. If necessary use another form.

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| Name (Latin alphabet, as written in passport) | |
| Date of birth | |
| Passport number | |
| Company and function in company | |

In case the visa application is not issued by the consular section of the German Embassy, please provide address, fax and telephone number of the desired general consulate.

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| Date of birth | |
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| Company and function in company | |

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Please use a separate sheet of paper for longer lists in group invitations.