**Invitation letter – by companies**

***Sponsorship and accommodation***

The invitation letter is the letter from Angola serving as proof of the grounds of the travel of the applicant of the visa. The invitation letter is drafted in Portuguese by a private individual (temporarily) resident in Angola or by a representative of the entity with a seat in Angola. The letter must contain the addresses of the entity and the place of stay of the applicant in Angola.

The signee can also declare he/she will be responsible for costs to possibly be incurred by the applicant.

**Requirements of the letter: lay-out, signature and legalization**

□ 1. Addressed to the Consulate-general of Angola in Rotterdam

□ 2. Dated at a maximum of three months prior to the start of the visa application process

□ 3. Drafted on the company letterhead of the Angolan entity

□ 4. Signed by the signee (the representative of the entity)

□ 5. Stamped with the entity stamp

□ 6. Acknowledged by an Angolan notary public (the signature of the signee has to be acknowledged)

□ 7. If applicable: The signature of the notary public must be legalized by a competent Angolan

authority, like the Ministry of Oil (MINPET), the Institute of Seafaring and Harbors (IMPA) or the Ministry of Foreign Affairs (MIREX)

**Requirements of the letter: content**

□ 1. Declaration of the invitation

□ 2. The type of visa requested

□ 3. Grounds of the visit

□ 4. Details of the entity and a small description of the type of activity it executes

□ 5. Details of the applicant: profession, function that will be fulfilled in Angola, project that will be

 developed, etc.

□ 6. Envisaged period and place of stay of the applicant

**Attachments of the letter: of the representative of the entity:**

□ 1. In case of an Angolan citizen: the copy of the national identity card (front and back)

□ 2. In case of a non-Angolan citizen: the copies of the passport and the visa of the long stay (Work

 Visa, Residence Visa, Temporary Stay Visa or Residence Card)

□ 3. In case of an entity applying for a visa via the Consulate of Angola in Rotterdam for the first time:

 The company’s registration (Alvará); Copy of the registration in the Official Gazette of Angola

 (“Diário da República”); a recent Revenue Collection Document (DAR) and a Commercial license (if

 applicable).

**Example of an invitation letter for companies**

Ao

Consulado Geral da República de Angola

Roterdão - Holanda

\_\_\_\_ (Place), aos \_\_\_\_ (date)

Assunto: Pedido de Visto \_\_\_\_ (type of visa)

Exmo. Senhor/ Exma. Senhora,

A \_\_\_\_\_\_\_\_\_\_ (name of the entity), na qualidade de \_\_\_\_\_\_\_\_\_\_\_\_ (type of entity) com sede em \_\_\_\_\_\_\_\_\_\_ (city and address) vem por este meio solicitar a V.Exa. que se digne a ordenar a emissão de um visto \_\_\_\_\_\_\_\_\_\_ (type of visa) para entrada na República de Angola, a favor do senhor / da senhora abaixo identificado/a, que pretende deslocar-se a Angola a nosso convite para \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (grounds of the travel), pelo período previsto de \_\_\_\_\_\_\_\_\_\_ (dates of stay).

Nome completo: \_\_\_\_\_\_\_\_

Data de nascimento: \_\_\_\_\_\_\_\_

Local de nascimento:\_\_\_\_\_\_\_\_

Nacionalidade: \_\_\_\_\_\_\_\_

Nº de passaporte: \_\_\_\_\_\_\_\_

Data de emissão: \_\_\_\_\_\_\_\_

Data de expiração: \_\_\_\_\_\_\_\_

Função: \_\_\_\_\_\_\_\_

Projecto em Angola:\_\_\_\_\_\_\_\_

Informamos que o/a mesmo/a ficará hospedado/a no \_\_\_\_\_\_\_\_\_\_\_\_\_(name and address of the place) e viajará com um bilhete de passagem ida e volta. Além disso declaramos que nos responsabilizamos por todas as despesas inerentes à sua estadia, bem como ao seu eventual repatriamento.

Mais informámos que os contactos da nossa empresa são \_\_\_\_\_\_\_\_\_\_ (phone number, e-mail etc.), ficando desde já à vossa disposição para qualquer esclarecimento que julguem necessário.

Certos da vossa melhor atenção a este pedido, subscrevemo-nos com elevada estima e consideração.

Atenciosamente,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name and signature of the representative of the entity)