

1.	Full name of the employing company and form of ownership (JSC, LTD & etc)	
2.	Full address, phone numbers, fax numbers, e-mail and website of the employing company	
3.	Is the company listed? Which stock exchange?	
4.	Market capitalization of the company (in USD)	
5.	Turnover of the company (in USD)	
6.	Number of employees	
7.	Major field(s) of business	
8.	Name of the employee traveling to Kazakhstan	
9.	Contact details of employee (phone number and e-mail)	
10.	How long is the employee working with the company?	
11.	Counterpart(s) in Kazakhstan	
12.	Contact details of counterpart(s) (phone number and e-mail)	
13.	Short description of the purpose of the visit to Kazakhstan	
14.	How many times have you met counterpart(s)?	
15.	How many times have you visited Kazakhstan?	

_____ (_____) seal
Signature Name of authorized person

* The Covering Letter has to be submitted on official blank of the company and signed by authorized person