



## Memorandum

**To** : All Staff, Stockists, Mobile Stockists and Distributors  
**CC** : K.Y.Tan, C.K.Yap, Alan Wong, Y.C. Chong, All Departments, Singapore Branch, Indonesia Branch  
**From** : Operations Department  
**Date** : 20/12/2006  
**Re** : **BUSINESS VISA APPLICATION RECOMMENDATION FORM**

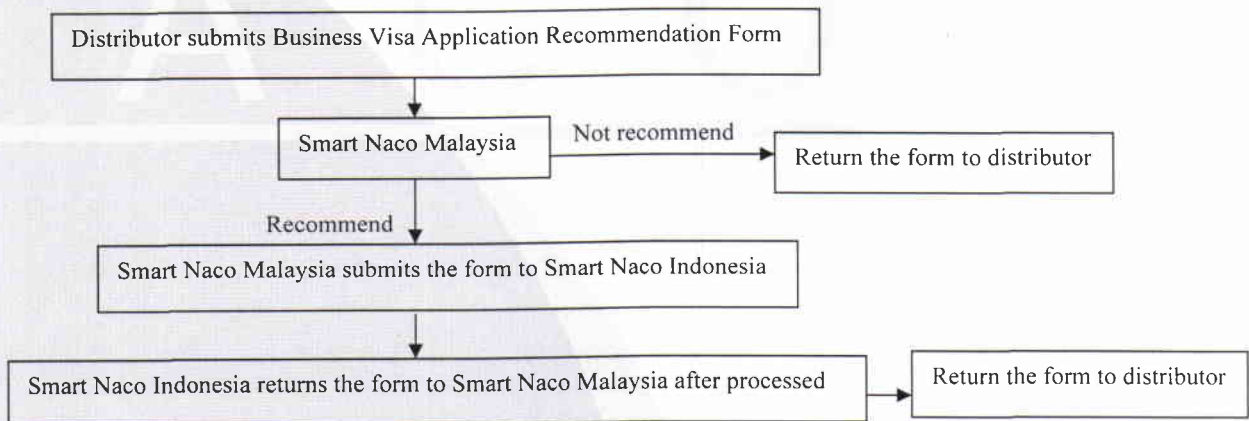
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Warm greetings from Smart Naco!

Please be informed that all distributors who plan to travel to Indonesia for business trip are required to obtain a business visa in advance.

As such, in order to ease the process to obtain your business visa, you are advised to fill out the **Business Visa Application Recommendation Form** and submit it to the company for the company to recommend your application.

Please submit your Business Visa Application Recommendation Form as early as possible because at least **one (1) month** is required for the document to be processed and transmitted between Malaysia and Indonesia. Below is the flow of process:



Enclose is a copy of the Business Visa Application Recommendation Form. A minimum non-refundable delivery fee of RM 100.00 will be imposed for each application.

Please contact our Distributor Care Department at 03-92005048, ext. 145 & 146 for further clarifications.

Thank you.

Best regards,

**MERVIN KELLADY**  
Operations Manager