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example

Date of document created

Dear Dr. Hideyuki Iwata,

<u>Name of the Supervisor</u> of <u>Company Name</u> on behalf of <u>Name of visa applicant</u> would like to request the following documents from TTC, required for applying visa for visiting Japan to attend 3GPP SA WGs meeting at Fukuoka (venue at Hakata International Exhibition Hall & Conference Center) on May 19-23, 2025.

- Letter of reason for invitation
- List of Visa Applicants (in case of requesting multiple applicants)
- Schedule of stay
- Letter of Guarantee
- A certified copy of the incorporation register or an overview of the company/organization

I <u>Name of the Supervisor</u> hereby declare that <u>Company Name</u> will be responsible for the bullets mentioned below in order to request the Letter of Guarantee from TTC.

- 1. Expenses for the stay in Japan
- 2. Return travel expenses
- 3. Compliance with Japanese laws and regulations

<u>Name of the Supervisor</u> <u>Job title of the Supervisor</u> <u>Company Name</u>

SIGN of the supervisor

Contact Email address and/or phone number of the supervisor, or company representative