

INDIAN VISA APPLICATION CENTER

Checklist for Business Visa Applications

商务签证申请审核表

Name: _____ (姓 名)		Purpose of Visit: _____ (访问目的)		
Passport Number: _____ (护照号)		Group No. if relevant: _____ (团号, 如有)		
		Yes/ 有?	No/ If not, why not? 没有? 如没有, 注明原因	For official use: Documents present?
1.	护照原件 有效期必须超过在印度停留期后的六个月以上。 Original Passport The validity period must exceed six months beyond the intended stay in India.			
2.	护照复印件 首页(个人资料页)复印件: 2份。 签名页复印件: 1份。(如签名在备注页, 则复印该页) 如有其他国家签证/出入境记录, 需提供相关页面的复印件。 Passport Copies Copy of the main page (biographical data page): 2 copies. Copy of the signature page: 1 copy. (If the signature is on the remarks page, copy that page instead.) Provide copies of pages with visas or entry/exit stamps from other countries.			
3.	照片 规格: 50mm x 50mm (5cm x 5cm) 白底彩色照片。 要求: 近期、正面、免冠、露双耳。不接受扫描打印的照片。 数量: 2张。 Photos Specifications: 50mm x 50mm white-background color photos. Requirements: Recent, front-facing, bareheaded, with both ears visible. Scanned or printed photos are not accepted. Quantity: 2 copies.			

	签证申请表 填写完整、无误的在线申请表。 要求：所有信息必须与护照完全一致，不可遗漏。电子照片必须成功上传。 签名：在申请表指定位置手写签名，且必须与护照上的签名需一致（使用墨水笔）。 填写注意： H项 “Name and address of firm/organization” 需如实填写印度邀请公司和中方派遣公司的英文名称。 第二页 “Designation” 处必须填写职位。 近十年到访过的国家需全部如实填写，不可遗漏。			
4.	Visa Application Form A fully and correctly completed online application form. Requirements: All information must exactly match the passport, with no omissions. The digital photo must be successfully uploaded. Signature: Hand-sign in the designated area. The signature must match the one in the passport (use an ink pen). Notes: - Item H: Truthfully state the English names of the inviting Indian company and the dispatching Chinese company. - The "Designation" field on page 2 must be filled in. - All countries visited in the past 10 years must be listed truthfully without omission.			
5.	最高学历证书公证书 最高学历的公证书原件及复印件（中英文对照）。 Highest Diploma Notarized and Certified Notarized and certified copy of the highest diploma (original and copy, with Chinese-English对照 translation).			
6.	个人简历 语言：英文。 Personal Resume Language: English.			
7.	行程单 (Itinerary) 语言：英文。 内容：详细的每日行程安排，包括访问城市、拜访公司名称、商务会谈内容等。 要求：需有申请人本人的亲笔签名。			

	Itinerary Language: English. Content: Detailed daily schedule, including cities to visit, companies to meet, and business discussion topics. Requirement: Must have the applicant's original handwritten signature. (Notarization is not required).			
8.	印度方邀请文件 邀请函原件 (Invitation Letter) 由印度公司发出。 要求: 必须是原件或清晰传真件/PDF打印件。内容需清晰易读, 有清晰的邀请人签名。需包含印度公司的详细地址、联系电话、电子邮箱。 Documents from Indian Inviting Party Original Invitation Letter Issued by an Indian recognized company. Requirements: Must be the original or a clear fax/PDF printout. Content must be legible with a clear signature. Must include the Indian company's detailed address, contact number, and email.			
9.	印度公司资质证明 以下文件二选一即可: Certificate of Incorporation (公司注册证明) PAN Card (印度公司PAN卡复印件) Indian Company Qualification Proof Either of the following is acceptable: - Certificate of Incorporation - PAN Card copy of the Indian company			
10.	中方公司文件 (均需盖章、签字) 派遣函原件 (Covering/Dispatch Letter) 语言: 英文。 内容必须包括: 申请人的个人信息、职位、年薪/收入。 访问印度的详细目的。 公司承诺承担申请人在印期间所有费用 (财务担保)。 使用公司抬头纸打印, 由负责人签字并加盖公司公章 (鲜章)。 Documents from Chinese Company (All must be stamped and signed) Original Covering/Dispatch Letter - Language: English. - Must include: - Applicant's personal info, position, and annual income/salary.			

	- Detailed purpose of the visit to India. - Company's commitment to cover all expenses during the stay (financial guarantee). - Printed on company letterhead, signed by a responsible person, and affixed with the company's official seal (fresh chop).			
11.	收入证明 由公司开具的英文证明，注明申请人的年收入。 要求：年收入需高于25万人民币。 使用公司抬头纸打印，由负责人签字并加盖公司公章（鲜章）。 Income Proof An English certificate issued by the company stating the applicant's annual income. Requirement: Annual income must exceed RMB 250,000. Printed on company letterhead, signed by a responsible person, and affixed with the company's official seal (fresh chop).			
12.	营业执照复印件及翻译件 中方公司的营业执照副本复印件。 加盖公司公章（鲜章）。 提供清晰的英文翻译件，可自行翻译，无需公证。 Business License Copy and Translation Copy of the Chinese company's business license. Affixed with the company's official seal (fresh chop). Provide a clear English translation (can be self-translated, notarization is not required).			
13.	身份证复印件 中国身份证正反面复印件在一张A4纸上。（非中国籍申请人无需提供） ID Card Copy Copy of both sides of the Chinese ID card on a single A4 sheet. (Not required for non-Chinese applicants.)			
14.	PROFOMA 表 印度方提供的特定表格，共需三份：申请人本人一份、中方公司盖章签字一份、印度方盖章签字一份。 PROFOMA Form A specific form provided by the Indian side. Three copies are required: one for the applicant, one signed and stamped by the Chinese company, and one signed and stamped by the Indian company.			

15.	无犯罪记录证明公证书 无犯罪记录证明的公证书原件及复印件（中英文对照）。 No Criminal Record Certificate Notarized and Certified Notarized and certified copy of the No Criminal Record certificate (original and copy, with Chinese-English对照 translation).			
16.	预约单 在线预约递交材料时间的确认单。 Appointment Slip Confirmation slip of the online appointment for document submission.			
17.	公司信息小条 将所有申请人的英文姓名、印度公司英文名、中国公司英文名、电话、邮箱信息打印在一张便签纸大小的小条上，每人准备2张。 Company Information Slip Print the following for all applicants on a slip of paper (note-sized): English full name, Indian company English name, Chinese company English name, phone number, and email. Prepare 2 copies per person.			
18.	国企/公务护照补充材料 如申请人持国企或公务护照，需提供中英文版的照会。 非PLI计划的国企申请人，还需提交国资委(SASAC)出具的批准函。 Supplementary Materials for State-Owned Enterprise/Official Passport Holders If the applicant holds an SOE or official passport, provide a Note Verbale (Chinese-English version). Non-PLI SOE applicants must also submit an approval letter issued by SASAC.			

INDIAN VISA APPLICATION CENTER, BEIJING

Inquiry Officer to delete as appropriate (资料审核员根据适用情况选择)

1. The applicant has confirmed that s/he has no other documents to submit OR
申请人已经确认她/他不提交其他文件 或者

2. The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application taking more than normal processing time or being refused, but s/he has chosen to proceed with the application 申请人已经递交了上述文件, 我已通知其不提交所有必要文件会导致被拒签, 但其选择继续提交申请。

VISA Fee (签证费)		Name of applicant/representative submitting application 递交申请的申请人/代理人名称	
Service Fee (服务费)		Address 地址	
Courier Fee (If any) 快递费 (如选)			
Other Fees (其他费用)		TEL 电话	

Name & Signature of Inquiry Officer (资料审核员签名)

Date/日期:

Applicant/ Representative's Signature (申请人/代理人签名)

IO	
SO	
DO	
PRO	
SCAN	
DC	