

INDIAN VISAAPPLICATION CENTER

Checklist for Employment Visa Applications

工作签证申请审核表

Name: _____ (姓名) Passport Number: _____ (护照号)		Purpose of Visit: _____ (访问目的) Group No. if relevant: _____ (团号, 如有)		
Applying in (Which center) 申请中心—		Yes/ 有	No/ If not, why not 没有, 如没有, 注明原因	For official use: Documents present
List of Documents 材料清单				
1.	Completed and signed application form? (Signature on application form and passport should be the same.) 填写完整并在申请表上签名? (护照与申请表需签名一致)			
2.	One copy of the passport (the personal data page and signature page) and one copy of residence permit or work permit in case of foreign nationals (Signature on the Passport should be in ink and not with pencil.); Copy of the passport renewal page (it will only be displayed on the new passport if you have an old passport before) 一份护照复印件(信息页和签名页)和居留许可或工作许可(外籍申请人)复印件(须使用墨水笔在护照上签名, 不可用铅笔); 护照换发页复印件(之前有旧护照的才会在新护照上显示)			
3.	Correct fee 费用正确			
5.	Recent 5cm x 5cms, front pose, full face photograph where the ears are visible in white backdrop. (Scanned Photo will not be accepted.) 近期5CM*5CM 白色背景的正面照片, 面部与双耳图像清晰(不接受扫描或不清晰的图片)			
6.	Photocopies of both sides of the ID card 身份证正反面复印			
7.	The original of the appointment letter from the seal company (with the official seal of the seal company and the handwritten signature of the senior management) is required 印方任命书(需盖印方公司鲜章, 高层手写签名), 需要原件			
8.	The original copy of the employment letter from the Indian company and the contract signed by both parties (explicitly stating that annual salary of applicant is in excess of US\$25,000) 印度公司聘书及双方所签合同的原件(需明述申请人在该印度公司的年收入在 25000 美元以上)			

9.	An authorization certificate provided by the Indian company authorizing a senior executive of the company to sign contracts and other documents (with the official seal of the Indian company, original required) 由印方公司提供的授权给公司某个高层人员签署合同等文件的授权证明（盖印方公司鲜章，需原件）			
10.	A technical capability certificate issued by the Indian company (with the company's official seal and handwritten signature by senior management), the original is required 印方公司出具的技术能力证明（盖公司公章，高层手写签名），需要原件			
11.	Registration Certificate of the employing company under the Companies Act / Proof of the registration of the firm in the State Industries Department or the Export Promotion Council? 印度公司根据印度《公司法》的规定办理的登记执照，或该公司在印度某邦的工业部门或者出口促进委员会已注册登记的证明			
12.	A copy of the business license of the Chinese company in both Chinese and English, with the official seal affixed. The original and a copy of the notarized business license. 中方公司营业执照中英复印件并盖鲜章。 营业执照公证书原件及复印件。			
13.	CV of the applicant 申请人的简历			
14.	The original and a copy of the notarized certificate of the highest academic degree. 最高学历公证书原件及复印件			
15.	无犯罪记录证明及公证书 无犯罪记录证明及公证书原件及复印件（中英文对照）。 Certificate of No Criminal Record And Notarized Certificate Of No Criminal Record Notarized and certified copy of the No Criminal Record certificate (original and copy, with Chinese-English translation).			
16.	PROFOMA 表 印度方提供的特定表格，共需五份：Profoma 1 申请人本人一份、Profoma 2 中方公司盖章签字一份、Profoma 3 印度方盖章签字一份、Profoma 4 印方填写盖章、Profoma 6 印方填写盖章。以上都需要原件。 PROFOMA Form The specific forms provided by the Indian side require a total of five copies: one copy of Profoma 1 by the applicant himself/herself, one copy of Profoma 2 with the seal and signature of the Chinese company, one copy of Profoma 3 with the seal and signature of the Indian side, Profoma 4 filled out and stamped by the Indian side, and Profoma 6 filled out and stamped by the Indian side. All of the above require the original			

	copies.			
17.	印方公司部门人员数据表格（manpower 表），需要原件。 Data table of department personnel of the Indian company (manpower table), The original is required.			
18.	中方公司部门人员数据表格（manpower 表），需要原件。 Data table of personnel from the Chinese company's departments (manpower table), The original is required.			
19.	Introduction document of the Indian company (six requirements for content, no restrictions on form) 印方公司介绍文件（内容要求六点，形式不限）			
20.	Introduction document of the Chinese company (six requirements for content, no restrictions on form) 中方公司介绍文件（内容要求六点，形式不限）			

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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)		Contact number 手机号码	

3. Passport Collection Method 护照领取方式选择:

Please select: ☐ **Myself** or ☐ **Courier**. 请您选择: ☐ 本人亲自领取 或 ☐ 快递邮寄服务

If selecting **Courier**, provide your full delivery address below. 如选择快递服务, 请在下方的空白处提供您的完整收件地址以便我们为您安全寄送。感谢您的配合

地址:

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	
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