

# INDIAN VISA APPLICATION CENTER

## Checklist for Business Visa Applications

### 商务签证申请审核表

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

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|    | <p><b>签证申请表</b></p> <p>填写完整、无误的在线申请表。</p> <p><b>要求：</b>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。</p> <p><b>签名：</b>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）。</p> <p><b>填写注意：</b></p> <p>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。</p> <p>第二页 “Designation” 处必须填写职位。</p> <p>近十年到访过的国家需全部如实填写，不可遗漏。</p>   |  |  |  |
| 4. | <p><b>Visa Application Form</b></p> <p>A fully and correctly completed online application form.</p> <p><b>Requirements:</b> All information must exactly match the passport, with no omissions. The digital photo must be successfully uploaded.</p> <p><b>Signature:</b> Hand-sign in the designated area. The signature must match the one in the passport (use an ink pen).</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>- Item H: Truthfully state the English names of the inviting Indian company and the dispatching Chinese company.</li><li>- The "Designation" field on page 2 must be filled in.</li><li>- All countries visited in the past 10 years must be listed truthfully without omission.</li></ul> |  |  |  |
| 5. | <p><b>最高学历证书公证书</b></p> <p>最高学历的公证书原件及复印件（中英文对照）。</p> <p><b>Highest Diploma Notarized and Certified</b></p> <p>Notarized and certified copy of the highest diploma (original and copy, with Chinese-English对照 translation).</p>  |  |  |  |
| 6. | <p><b>个人简历</b></p> <p>语言：英文。</p> <p><b>Personal Resume</b></p> <p>Language: English.</p>   |  |  |  |
| 7. | <p><b>行程单 (Itinerary)</b></p> <p>语言：英文。</p> <p><b>内容：</b>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。</p> <p><b>要求：</b>需有申请人本人的亲笔签名。</p>   |  |  |  |

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|     | <p><b>Itinerary</b></p> <p><b>Language:</b> English.</p> <p><b>Content:</b> Detailed daily schedule, including cities to visit, companies to meet, and business discussion topics.</p> <p><b>Requirement:</b> Must have the applicant's original handwritten signature. (Notarization is not required).</p>  |  |  |  |
| 8.  | <p><b>印度方邀请文件</b></p> <p><b>邀请函原件 (Invitation Letter)</b></p> <p>由印度公司发出。</p> <p><b>要求:</b> 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。</p> <p><b>Documents from Indian Inviting Party</b></p> <p><b>Original Invitation Letter</b></p> <p>Issued by an Indian recognized company.</p> <p><b>Requirements:</b> 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.</p>  |  |  |  |
| 9.  | <p><b>印度公司资质证明</b></p> <p><b>以下文件二选一即可:</b></p> <p>Certificate of Incorporation (公司注册证明)</p> <p>PAN Card (印度公司PAN卡复印件)</p> <p><b>Indian Company Qualification Proof</b></p> <p><b>Either of the following is acceptable:</b></p> <ul style="list-style-type: none"><li>- Certificate of Incorporation</li><li>- PAN Card copy of the Indian company</li></ul>  |  |  |  |
| 10. | <p><b>中方公司文件 (均需盖章、签字)</b></p> <p><b>派遣函原件 (Covering/Dispatch Letter)</b></p> <p><b>语言:</b> 英文。</p> <p><b>内容必须包括:</b></p> <p>申请人的个人信息、职位、年薪/收入。</p> <p>访问印度的详细目的。</p> <p>公司承诺承担申请人在印期间所有费用 (财务担保)。</p> <p>使用公司抬头纸打印, 由负责人签字并加盖公司公章 (鲜章)。</p> <p><b>Documents from Chinese Company</b></p> <p><b>(All must be stamped and signed)</b></p> <p><b>Original Covering/Dispatch Letter</b></p> <ul style="list-style-type: none"><li>- <b>Language:</b> English.</li><li>- <b>Must include:</b></li><li>- Applicant's personal info, position, and annual income/salary.</li></ul> |  |  |  |

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|     | <ul style="list-style-type: none"><li>- Detailed purpose of the visit to India.</li><li>- Company's commitment to cover all expenses during the stay (financial guarantee).</li><li>- Printed on company letterhead, signed by a responsible person, and affixed with the company's official seal (fresh chop).</li></ul>   |  |  |  |
| 11. | <p><b>收入证明</b></p> <p>由公司开具的英文证明，注明申请人的年收入。</p> <p><b>要求：</b>年收入需高于25万人民币。</p> <p>使用公司抬头纸打印，由负责人签字并加盖公司公章（鲜章）。</p> <p><b>Income Proof</b></p> <p>An English certificate issued by the company stating the applicant's annual income.</p> <p><b>Requirement:</b> Annual income must exceed RMB 250,000.</p> <p>Printed on company letterhead, signed by a responsible person, and affixed with the company's official seal (fresh chop).</p> |  |  |  |
| 12. | <p><b>营业执照复印件及翻译件</b></p> <p>中方公司的营业执照副本复印件。</p> <p>加盖公司公章（鲜章）。</p> <p>提供清晰的英文翻译件，可自行翻译，无需公证。</p> <p><b>Business License Copy and Translation</b></p> <p>Copy of the Chinese company's business license.</p> <p>Affixed with the company's official seal (fresh chop).</p> <p>Provide a clear English translation (can be self-translated, notarization is not required).</p>   |  |  |  |
| 13. | <p><b>身份证复印件</b></p> <p>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）</p> <p><b>ID Card Copy</b></p> <p>Copy of both sides of the Chinese ID card on a single A4 sheet. (Not required for non-Chinese applicants.)</p>   |  |  |  |
| 14. | <p><b>PROFOMA 表</b></p> <p>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。</p> <p><b>PROFOMA Form</b></p> <p>A specific form provided by the Indian side.</p> <p><b>Three copies are required:</b> one for the applicant, one signed and stamped by the Chinese company, and one signed and stamped by the Indian company.</p>  |  |  |  |

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| 15. | <p><b>无犯罪记录证明公证书</b></p> <p>无犯罪记录证明的公证书原件及复印件（中英文对照）。</p> <p><b>No Criminal Record Certificate Notarized and Certified</b></p> <p>Notarized and certified copy of the No Criminal Record certificate (original and copy, with Chinese-English对照 translation).</p>  |  |  |  |
| 16. | <p><b>预约单</b></p> <p>在线预约递交材料时间的确认单。</p> <p><b>Appointment Slip</b></p> <p>Confirmation slip of the online appointment for document submission.</p>  |  |  |  |
| 17. | <p><b>公司信息小条</b></p> <p>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。</p> <p><b>Company Information Slip</b></p> <p>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.</p>  |  |  |  |
| 18. | <p><b>国企/公务护照补充材料</b></p> <p>如申请人持国企或公务护照，需提供中英文版的照会。</p> <p>非PLI计划的国企申请人，还需提交国资委(SASAC)出具的批准函。</p> <p><b>Supplementary Materials for State-Owned Enterprise/Official Passport Holders</b></p> <p>If the applicant holds an SOE or official passport, provide a Note Verbale (Chinese-English version).</p> <p>Non-PLI SOE applicants must also submit an approval letter issued by SASAC.</p> |  |  |  |

## 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<br>递交申请的申请人/代理人名称 |  |
| Service Fee (服务费)                |  | Address<br>地址   |  |
| Courier Fee (If any)<br>快递费 (如选) |  |   |  |
| Other Fees (其他费用)                |  | TEL<br>电话   |  |

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

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Date/日期:

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

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