

# INDIAN VISA APPLICATION CENTER, BEIJING

## Checklist for Project Visa Applications 工程签证申请审核表

Name: _____ (姓名) Passport Number: _____ (护照号)		Purpose of Visit: _____ (访问目的) Group No. if relevant: _____ (团号, 如有)		
		Yes/有?	No/ If not, why not? 没有? 如没有, 注明原因	For official use: Documents present?
1.	Completed and signed application form? (Signature on application form and passport should be the same) (x 3) 填写完整并在申请表上签名 (护照与申请表的签名需一致) (三份)			
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.) 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)			
3.	Correct fee 费用正确			
4.	Total of two photos are required. One recent passport size photograph to be pasted on each form and one additional recent passport size photographs to be attached with applications. (Recent 5cm x 5cms, front pose, full face photograph where the ears are visible in white backdrop. Scanned Photo will not be accepted.) 需提两张护照照片, 其中一张粘贴在签证申请表的相应位置, 另一张随附 (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照片)			

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5.	<p>Letter from the Indian Company awarding the contract to the foreign company specifying the following details:</p> <ul style="list-style-type: none"> <li>i. Name of the foreign Company</li> <li>ii. Registered address of the foreign company</li> <li>iii. Name of the project awarded as per the tender document</li> <li>iv. Location of the project in India (village/town/district/state)</li> <li>v. Duration of the contract (number of days)</li> <li>vi. Total number of foreign workers likely to be sent by the foreign company (category wise) <ul style="list-style-type: none"> <li>a) Highly skilled</li> <li>b) Skilled technicians with diploma/polytechnic degree</li> <li>c) Skilled workers with school level education</li> </ul> </li> </ul> <p>与中方公司或机构签订了工程合同或项目合同的印度公司出具的证明，应包括以下信息：</p> <ul style="list-style-type: none"> <li>1. 中方公司全称</li> <li>2. 中方公司的登记注册地址</li> <li>3. 工程/项目名称</li> <li>4. 该项目在印度的详细地址：邦、区、镇、村</li> <li>5. 项目合同工期（总天数）</li> <li>6. 分别列出前往印度从事该项目的以下中方工作人员的人数 <ul style="list-style-type: none"> <li>a) 高级技术人员</li> <li>b) 拥有理工类专业学士或以上学位或理工类专科学历证书的熟练技术人员</li> <li>c) 拥有相关专业的中等专业学历证书熟练工人</li> </ul> </li> </ul>			
6.	<p>Letter from the Indian company addressed to the Indian Mission explicitly stating that:</p> <ul style="list-style-type: none"> <li>i. It guarantees the conduct of the foreign company and the foreign personnel involved in the execution of the project/contract.</li> <li>ii. It would be responsible for ensuring that the applicant (name of the applicant, passport number and date of birth shall be mentioned) will abide by Indian rules and regulations.</li> <li>iii. It will be liable to ensure departure of the applicant from India upon expiry of Visa.</li> </ul> <p>印度公司致相关印度使/领馆的信函，需明列以下信息：</p> <ul style="list-style-type: none"> <li>1. 印度公司担保前往该公司从事工程、项目工作的中方公司及中方工作人员在印度的一切行为。</li> <li>2. 印度公司全责担保中方工作人员在印度遵守印度的法律、法规（需明细相关中方人员的姓名，护照号，出生日期）。</li> <li>3. 印度公司担保前往该印度公司从事工程、项目工作的中方工作人员在签证有效期满之前离开印度。</li> </ul>			
7.	<p>Letter from the foreign employer providing brief description of the nature of its project in India and a brief description of the job which the applicant is required to perform in India.</p> <p>中方公司出具的证明文件，需简述该印度项目或工程的性质及相关中方工作人员在该项目中的工作内容。</p>			
8.	<p>Copy of qualifying educational certificates with English Translation</p> <p>教育资质证明复印件及翻译件</p>			
9.	<p>Professional expertise Certificate</p> <p>专业技术资格证</p>			
10.	<p>CV of the applicant</p> <p>申请人的简历</p>			

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11.	Registration certificate of the employing company under the companies' act/proof of 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.	Copy of the Chinese ID Card(both sides) ( Not required for non-Chinese nationals) 正反面身份证复印件(非中国籍申请人不需要)			

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	

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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)

IO	
SO	
DO	
PRO	
SCAN	
DC	