ACKNOWLEDGEMENT LETTER

DATE: _____

The India Embassy/Consulate has advised all 3rd party agencies that we must now submit all applications through the VFS outsourcing office until further notice.

If you would like VIP Passport Services to submit the visa application on your behalf to the VFS outsourcing center, please be advised that once the application is submitted, VIP will not be able to cancel, provide status updates, or intervene in the process.

The processing time is expected to take up to 10-15 business days to have the visa completed.

Thank you,

_____

Applicant Signature

VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472
Website: www.vippassports.com Email: info@vippassports.com

WORK ORDER REQUEST FORM

TRAVELER INFO:	
TRAVELER NAME	
TRAVELER DATE OF BIRTH	
DATE OF U.S. DEPARTURE	
DATE PASSPORT IS NEEDED	
VIP FILE LOCATOR NUMBER	

DON'T FORGET

TO EMAIL YOUR DOCUMENTS TO OUR OFFICE FOR OUR COMPLIMENTARY PASSPORT/VISA PRE-CHECK!

BILLING INFORMATION ☐ *(CHECK BOX IF SAME AS SHIPPING)*	
CONTACT & COMPANY NAME	
ADDRESS *(STREET, CITY, STATE, ZIP)*	
PHONE NUMBER	
CELL NUMBER	
EMAIL	
P.O. OR BILLING REF#:	

RETURN SHIPPING INFORMATION ☐ *(CHECK BOX TO WAIVE SIGNATURE)*	
CONTACT & COMPANY NAME	
ADDRESS *(STREET, CITY, STATE, ZIP)*	
PHONE NUMBER	
CELL NUMBER	
EMAIL	

METHOD OF PAYMENT			
☐ **CREDIT CARD**	CARD NUMBER	EXP. DATE	CVV CODE
SIGNATURE OF CARD HOLDER		AUTH. AMOUNT $_____	
☐ **MONEY ORDER**	☐ **CASHIER'S CHECK**	☐ **COMPANY CHECK**	

SPECIAL INSTRUCTIONS: _____

Specializing in Visas, Passports, Apostilles, Document Legalizations, and Translations

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INDIA BUSINESS VISA

NON U.S. PASSPORT HOLDER

PLEASE FORWARD THIS SHEET AND ALL THE REQUIREMENTS TO THE ADDRESS LISTED ABOVE

PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	$295.00
CONSULATE FEE: **(SEE NEXT PAGE)**	
MONEY ORDER:	$6.00
OTHER FEES: *FEDEX TO VFS OUTSOURCING OFFICE*	$45.00
ADD RETURN SHIPPING FEE:	
TOTAL: ***(NO PERSONAL CHECKS PLEASE)***	

REGULAR PROCESS TIME:	10 TO 15 DAYS

COMMENTS: _____

REVISED: 5-29-2024 (EL)

VIP PASSPORT SERVICES, INC.

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INDIA BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) **SIGNED PASSPORT** *(MINIMUM OF SIX MONTHS REMAINING VALIDITY WITH AT LEAST 2 SIDE BY SIDE BLANK VISA PAGES)*

2.) **ONE (1) CURRENT PASSPORT-TYPE PHOTOGRAPH (2x2)** *(APPLICANT MAY NOT WEAR GLASSES OR A WHITE SHIRT IN THE PHOTO AND TAKEN WITHIN LAST 6 MONTHS)*

3.) **ONE (1) SIGNED VISA APPLICATION:**
CLICK HERE TO COMPLETE APPLICATION ONLINE-THE CONSULATE WILL ONLY ACCEPT AN APPLICATION THAT HAS BEEN COMPLETED ONLINE-FAILURE TO DO SO WILL CAUSE A DELAY IN PROCESSING YOUR APPLICATION-AFTER YOU HAVE COMPLETED ONLINE APPLICATION PLEASE PRINT IT OUT AND SIGN IT AND SEND THE ORIGINAL WITH THE REST OF THE SUPPORTING VISA DOCUMENTS. *THE INDIA VISA APPLICATION HAS TWO (2) PLACES FOR THE APPLICANT'S SIGNATURE. FIRST, EACH APPLICANT MUST SIGN COMPLETELY INSIDE THE BOX ON PAGE ONE BELOW THEIR PICTURE. IF ANY PART OF THE SIGNATURE IS OUTSIDE OF THE PROVIDED BOX, THE APPLICATION IS SUBJECT TO BE REJECTED. SECONDLY, THE APPLICANT MUST ALSO SIGN AT THE BOTTOM OF PAGE TWO (2).* ***BE SURE THE APPLICANT LISTS THE ADDRESS HERE IN THE U.S. UNDER PRESENT ADDRESS AND THEN LISTS THE ADDRESS IN THEIR HOME COUNTRY FOR THE PERMANENT ADDRESS.***

4.) **ONE (1) COPY OF PROOF OF RESIDENCE:**
(PLEASE SUBMIT ONE OF THE FOLLOWING)

- COPY OF VALID DRIVER'S LICENSE
- MOST RECENT MAJOR UTILITY BILL (WATER, GAS, ELECTRIC)
- SIGNED LEASE AGREEMENT

***WHEN COMPLETING THE APPLICATION, PLEASE BE SURE THAT THE "PRESENT ADDRESS" MATCHES THE ADDRESS LISTED ON THE PROOF OF RESIDENCE. WHEN COMPLETING THE "PERMANENT ADDRESS" SECTION, PLEASE LIST THE MOST RECENT ADDRESS HELD IN APPLICANT'S COUNTRY OF ORIGINAL. CONSULATE REQUIRES THE APPLICATION TO BE COMPLETED EVEN WHEN APPLICANT HOLDS PERMANENT RESIDENCE IN THE U.S. PLEASE CONTACT VIP IF YOU HAVE QUESTIONS REGARDING THIS INSTRUCTION.*

CONTINUED →

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5.) <u>ONE (1) COMPANY LETTER OF GUARANTEE</u> FROM U.S. EMPLOYER LISTING THE FOLLOWING INFORMATION AND PRINTED ON THEIR COMPANY LETTERHEAD:

- THE NATURE OF BUSINESS TO BE PERFORMED
- LIST ADDRESS AND CONTACT INFORMATION OF YOUR REFERENCE IN INDIA
- THE LETTER MUST LIST REQUESTED VALIDITY (*1, 5 OR 10 YEAR*) AND SHOULD MATCH THE SAME PERIOD OF TIME AS LISTED ON INVITATION AND APPLICATION
- GUARANTEE MAINTENANCE AND ALL EXPENSES
- GUARANTEE APPLICANT WILL BE IN POSSESSION OF RETURN AIRLINE TICKET BACK TO THE U.S. (*OR COUNTRY OF NEXT DESTINATION*)
- MUST REFLECT THE FULL, OFFICIAL NAME OF THE INVITING COMPANY AS REFLECTED ON THE INVITE & INCORPORATION CERTIFICATE
- IF APPLICANT LIVES IN A DIFFERENT STATE THAN WHAT IS REFLECTED ON THE COMPANY LETTER, A BRIEF EXPLANATION MUST BE INCLUDED AS TO HOW THE APPLICANT RESIDES IN A DIFFERENT LOCATION THAN WHERE THE U.S. COMPANY IS LOCATED.

(NAME OF APPLICANT) WILL NOT RECEIVE ANY FORM OF REMUNERATION FROM ANY SOURCES IN INDIA AND WILL REMAIN AN EMPLOYEE OF (US COMPANY NAME) IN USA. (APPLICANT NAME) WILL NOT ENGAGE IN ANY ACTIVITIES IN INDIA OTHER THAN THE STATED PURPOSE OF VISIT.

6.) <u>ONE (1) COPY OF INVITATION FROM INDIA CONTACT</u> MUST CONTAIN THE FOLLOWING INFORMATION AND BE PRINTED ON THEIR COMPANY LETTERHEAD:

- THE NATURE OF THE BUSINESS TO BE PERFORMED
- THE LETTER MUST LIST THE REQUESTED VALIDITY (*1, 5 OR 10 YEAR*) AND SHOULD MATCH THE SAME PERIOD OF TIME AS LISTED IN THE U.S. COMPANY LETTER AND APPLICATION
- GUARANTEE THEIR RETURN BACK TO THE U.S.
- BRIEFLY INTRODUCE THE APPLICANT (PLEASE SPECIFY EMPLOYMENT STATUS/POSITION HELD IN THE COMPANY BY APPLICANT).
- STATE THE NATURE OF THE BUSINESS TO BE CONDUCTED (IE. BUSINESS MEETINGS, CONTRACT NEGOTIATIONS, ETC.) AND THE NAMES AND ADDRESSES OF COMPANIES TO BE CONTACTED IN INDIA.
- SPECIFY THE TYPE AND DESIRED VALIDITY OF THE VISA (I.E. A 1, 5 OR 10 YEAR MULTIPLE ENTRY BUSINESS VISA).
- MUST HAVE C.I.N. LISTED, CORRESPONDING WITH THE NUMBER LISTED ON THE INCORPORATION CERTIFICATE
- THE LETTERHEAD MUST INCLUDE THE FULL ADDRESS AND PHONE NUMBER OF THE INVITING COMPANY AS WELL AS THE COMPANY LOGO, INCLUDED AS EITHER A HEADER OR FOOTER OF THE LETTER.
- THE LETTERHEAD MUST INCLUDE THE FULL ADDRESS REFLECTED ON THE LETTERHEAD MUST CORRESPOND TO THE CITY SHOWN ON THE INCORPORATION CERTIFICATE, AS WELL AS THE COMPANY LETTER
- MUST STATE: OUR COMPANY WILL ACCEPT FULL RESPONSIBILTY FOR HIS TRAVEL & REPATRIATION BACK TO THE U.S.

CONTINUED →

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IMPORTANT: THE INVITATION AND COMPANY LETTER MUST REFLECT THE SAME TRAVEL DATE AS SHOWN ON THE APPLICATION. ANY REQUESTS RECEIVED WITH CONFLICTING/CONTRADICTING DATES WILL INCUR A DELAY UNTIL CORRECTED DOCUMENTS ARE RECEIVED.

7.) **PARTICULARS FORM**

8.) **PROOF OF VALID U.S. STATUS** *(PLEASE SUBMIT ONE OF THE FOLLOWING ITEMS)*:

- COPY OF VALID U.S. PERMANENT RESIDENT CARD (GREEN CARD)
- ORIGINAL U.S. VISA AND I-94(VISIT **https://i94.cbp.dhs.gov/I94**) -*THE CONSULATE WILL NOT ISSUE A BUSINESS VISA TO A NON-PERMANENT RESIDENT UNLESS THEY CAN ALSO SUBMIT PROOF THAT THEY HAVE LIVED IN THE U.S. FOR MORE THAN 2 YEARS-IF YOU CAN NOT SUBMIT PROOF THAT YOU HAVE LIVED IN THE U.S. FOR MORE THAN 2 YEARS, YOU WILL NEED TO RETURN TO THE COUNTRY OF NORMAL DOMICILE TO APPLY FOR THE VISA)*

9.) **COPY OF CREW/PILOT I.D. BADGE** ***(PILOT/FLIGHT CREW MEMBERS ONLY)***

10.) **COPY OF LANDING PERMIT** ***(PILOTS ONLY)***

11.) **ONE (1) COPY OF CERTIFICATE OF INCORPORATION:** A COPY OF THE CERTIFICATE OF REGISTRATION FROM THE COMPANY IN INDIA (*PROOF THAT THE ORGANIZATION IS REGISTERED IN INDIA TO DO BUSINESS*).

12.) **CONSULATE FEE:** CONSULATE FEES WILL VARY BASED ON VALIDITY AND/OR NATIONALITY OF APPLICANT.

13.) **VISA PROFORMA FORMS** – THERE ARE SIX (6) OF THESE TO BE COMPLETED IF YOU ARE A CHINESE PASSPORT HOLDER ONLY – SEE BELOW FOR THE FORMS

CONTINUED →

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*IMPORTANT NOTES (MUST READ):

- IF APPLICANT IS TRAVELING FOR CASUAL BUSINESS, AND MEETS ALL THE ELIGIBILITY REQUIREMENTS, THE APPLICANT MAY ALSO APPLY FOR AN E-VISA. FOR MORE INFORMATION, CLICK HERE.
- CURRENTLY, NON-U.S. PASSPORT HOLDERS ARE ONLY BEING ISSUED 1-YEAR VISAS. FOR SOME JURISDICTIONS, THE CONSULATE WILL NOT ACCEPT APPLICATION REQUESTING LONGER VALIDITY. IT IS ADVISABLE TO REQUEST A VALIDITY OF ONE YEAR OR LESS WHEN COMPLETING THE ONLINE APPLICATION.
- WHEN TRAVELING ON BUSINESS, THE LETTER FROM THE SPONSORING ORGANIZATION IN INDIA AND THE LETTER OF GUARANTEE FROM THE U.S. EMPLOYER MUST INDICATE THE NATURE OF THE APPLICANT'S BUSINESS, PROBABLE DURATION OF STAY, STATE THE VALIDITY OF VISA APPLIED FOR (*1 YEAR MULTIPLE ENTRY*), PLACES AND ORGANIZATIONS TO BE VISITED AND ALSO GUARANTEE ALL THE EXPENSES WHILE IN INDIA.
- IF YOU WILL BE TRAVELING TO INDIA FOR A CONFERENCE, SEMINAR, OR WORKSHOP, YOU WILL BE REQUIRED TO SUBMIT LETTERS OF INVITATION FROM THE MINISTRY OR DEPARTMENT OF THE GOVERNMENT OF INDIA, STATE GOVERNMENTS, PUBLIC SECTOR UNDERTAKINGS, CENTRAL EDUCATIONAL INSTITUTIONS AND PUBLICLY-FUNDED UNIVERSITY, U.N. OR ITS SPECIALIZED AGENCIES AND REPUTED NGO'S. IF THE CONFERENCE/SEMINAR/WORKSHOP IS BEING ORGANIZED IN INDIA BY PRIVATE COMPANIES, THE APPLICANT SHOULD APPLY FOR THE SHORTEST DURATION BUSINESS VISA AVAILABLE. IF APPROVED, A 3 MONTH SINGLE ENTRY BUSINESS VISA WILL BE GRANTED.
- IF THE APPLICANT IS A NATURALIZED CITIZEN AND IF THE APPLICATION INDICATES THAT YOU HAVE HAD A NAME CHANGE, THEN YOU ARE REQUIRED TO SUBMIT A COPY OF THE OFFICIAL DOCUMENT SHOWING THAT NAME CHANGE (i.e. MARRIAGE CERTIFICATE OR LEGAL COURT DOCUMENT).
- THE INFORMATION LISTED IN COMPANY LETTER AND INVITATION LETTER HAS TO MATCH THE APPLICATION OR THE CONSULATE WILL NOT ACCEPT THE APPLICATION AND CAUSE A DELAY
- THE PHOTO COPY OF THE STATE ISSUED DRIVERS LICENSE, STATE ISSUED ID OR THE COPY OF A UTILITY BILL MUST MATCH THE CURRENT ADDRESS ON THE APPLICATION EXACTLY OR IT WILL BE REJECTED.
- WHEN COMPLETING THE APPLICATION AND SUPPLEMENTAL FORM, PLEASE BE SURE TO LIST THE APPLICANT'S CURRENT/MOST RECENT FORMER ADDRESS IN THEIR COUNTRY OF ORIGIN IN THE "PERMANENT ADDRESS" SECTION.
- BANGLADESH PASSPORT HOLDERS (*OR APPLICANTS BORN IN BANGLADESH*) WILL BE REQUIRED TO APPEAR IN PERSON TO SUBMIT THEIR APPLICATION AND SUPPORTING DOCUMENTS.

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- PAKISTAN PASSPORT HOLDERS (*OR APPLICANTS BORN IN PAKISTAN*)WILL BE REQUIRED TO APPEAR IN PERSON TO SUBMIT THEIR APPLICATION AND SUPPORTING DOCUMENTS.
- APPLICANTS TAKING UP EMPLOYMENT IN INDIA (*WITH A CONTRACT*) SHOULD APPLY FOR AN EMPLOYMENT VISA.
- INDIVIDUALS WORKING IN DESIGNATED U.S. AGENCIES OR TECHNOLOGY AREAS (*WORKING FOR/WITH AN ESTABLISHMENT ENGAGED IN DEFENSE, RESEARCH, NUCLEAR, SPACE AND MISSILE TECHNOLOGY, ETC.*) WILL BE REQUIRED TO SUBMIT AN ADDITIONAL APPLICATION. THIS ADDITIONAL DOCUMENT WILL NEED TO BE COMPLETE DURING THE ONLINE APPLICATION PROCESS.
- FORMER INDIAN NATIONALS MUST SHOW PROOF OF THE RENUNCIATION OF THEIR INDIAN CITIZENSHIP. IF THE APPLICANT HAS ALREADY RENOUNCED INDIAN CITIZENSHIP, PLEASE SUBMIT A COPY OF THEIR NATURALIZATION CERTIFICATE ALONG WITH ONE OF THE FOLLOWING DOCUMENTS:
  1.) AS CLEAR COPY OF THEIR CERTIFICATE OF RENUNCIATION ISSUED BY A INDIAN CONSULATE
  2.) THE APPLICANTS CANCELLED INDIAN PASSPORT WITH STAMP STATING THE PASSPORT IS CANCELLED DUE TO OBTAINING U.S.(*OR ANY OTHER NON INDIAN COUNTRY*) CITIZENSHIP

IF THE APPLICANT HAS NOT RENOUNCED THEIR INDIAN CITIZENSHIP, OR CANNOT SHOW PROOF, PLEASE CALL FOR DETAILED INSTRUCTIONS ON ADDITIONAL DOCUMENTS TO BE SUBMITTED WITH VISA REQUIREMENTS.

MOST IMPORTANT: VISA APPLICANTS THAT CARRY A PASSPORT FROM AFGHANISTAN, CHINA, IRAN, IRAQ, SUDAN, FOREIGNERS OF PAKISTAN ORIGIN, AND STATELESS PERSONS SHOULD EXPECT THE VISA ISSUING PROCESS TO TAKE SEVERAL ADDITIONAL WEEKS FOR THE VISA TO BE ISSUED. FORMER INDIAN PASSPORT HOLDERS CAN EXPECT THE PROCESS TO TAKE A UNDETERMINED AMOUNT OF TIME TO HAVE THE VISA ISSUED SO PLEASE EXPECT DELAYS. THE INDIAN CONSULATE RECOMMENDS THAT YOU DO NOT BUY AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN-HAND.

REVISED: 11-16-2026 (EL)

VIP PASSPORT SERVICES, INC.
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INDIA CONSULATE JURISDICTIONS

PROCESSING TIMES AND CONSULATE-SPECIFIC INSTRUCTION

(ALL PROCESS TIMES START FROM THE TIME THE APPLICATION AND DOCUMENTS ARE SUBMITTED TO THE CONSULATE)

IF YOU APPLY ONLINE FOR A 5 OR 10 YEAR MULTIPLE ENTRY VISA AND THE CONSULATE ISSUES A VISA VALID FOR LESS THAN 5 OR 10 YEARS, THE CONSULATE FEES WILL BE NON-REFUNDABLE. PLEASE REFER TO THE SPECIFIC JURISDICTION FOR MORE INFORMATION

➢ HOUSTON CONSULATE:

JURISDICTION: *ARKANSAS, COLORADO, KANSAS, LOUISIANA, OKLAHOMA, TEXAS, NEBRASKA, NEW MEXICO*

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

- ⇨ THE CONSULATE IN HOUSTON HAS BEEN TAKING AN UNDETERMINED AMOUNT OF TIME TO PROCESS VISA REQUESTS FOR APPLICANTS HOLD PASSPORT ISSUED BY PRC AND/OR NIGERIA

- ⇨ AT THIS TIME, THE HOUSTON CONSULATE IS CURRENTLY ONLY ALLOWING SUBMISSION FOR 1-YEAR VISAS FOR MOST NON-U.S. NATIONALITIES. IF YOU ARE A NON-U.S. PASSPORT-HOLDER APPLYING FOR 5 OR 10-YEAR VISA, PLEASE BE AWARE THAT THE CONSULATE WILL MOST LIKELY REQUEST NEW DOCUMENTATION REQUESTING SHORTER VALIDITY. THE NEW DOCUMENTS REQUESTED WILL INCLUDE, BUT NOT BE LIMITED TO, APPLICATION FORM, COMPANY LETTER, AND INVITATION. REQUESTS FOR NEW DOCUMENTATION WILL ALSO INCUR A DELAY IN PROCESSING.

➢ ATLANTA CONSULATE:

JURISDICTION: *ALABAMA, FLORIDA, GEORGIA, MISSISSIPPI, PUERTO RICO, SOUTH CAROLINA, TENNESSEE, THE VIRGIN ISLANDS*.

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

CONTINUED →

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➢ CHICAGO CONSULATE:

JURISDICTION: *ILLINOIS, INDIANA, IOWA, MICHIGAN, MINNESOTA, MISSOURI, NORTH DAKOTA, SOUTH DAKOTA, WISCONSIN*

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

- ⇨ WHEN COMPLETING THE COMPANY LETTER OF GUARANTEE, PLEASE BE SURE THAT THE ADDRESS LISTED ON THE COMPANY'S LETTER HEAD MATCHES THE ADDRESS LISTED ON THE APPLICATION AS THE EMPLOYER'S LOCATION. THE COMPANY'S ADDRESS MUST ALSO FALL INTO THE CHICAGO CONSULATE'S JURISDICTION (*SEE STATES LISTED ABOVE*).
- ⇨ THE CONSULATE IN CHICAGO IS BEING VERY SELECTIVE ABOUT ISSUING A 5 OR 10 YEAR MULTIPLE ENTRY VISA
- ⇨ BOTH LETTERS (INVITATION AND GUARANTEE) MUST SPECIFICALLY STATE THE REQUESTED LENGTH OF VALIDITY (*1YR., 5YR., 10YR*)

➢ WASHINGTON, DC EMBASSY:

BERMUDA, DELAWARE, DISTRICT OF COLUMBIA, KENTUCKY, MARYLAND, NORTH CAROLINA, VIRGINIA, WEST VIRGINIA.

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

➢ NEW YORK CONSULATE:

JURISDICTION: *CONNECTICUT, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, OHIO, PENNSYLVANIA, RHODE ISLAND, VERMONT*

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

- ⇨ THE CONSULATE IN NEW YORK IS BEING VERY SELECTIVE ABOUT ISSUING A 5 YEAR MULTIPLE ENTRY VISA (*THEY WILL NOT ACCEPT AN APPLICATION REQUESTING A 10 YEAR MULTIPLE ENTRY VISA*).

⇨ **CONTINUED →**

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➢ SAN FRANCISCO CONSULATE:

JURISDICTION: *ALASKA, ARIZONA, CALIFORNIA, GUAM, HAWAII, IDAHO, MONTANA, NEVADA, OREGON, UTAH, WASHINGTON, WYOMING*

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

- ⇨ THE CONSULATE IN SAN FRANCISCO IS BEING VERY SELECTIVE ABOUT ISSUING A 5 YEAR VISA, AND WILL NOT ACCEPT REQUESTS FOR 10 YEAR VISAS.
- ⇨ IF THE APPLICANT SUBMITTED ANYTHING OTHER THAN A COPY OF THEIR DRIVER'S LICENSE TO SUBSTANTIATE THEIR CURRENT RESIDENCE THE CONSULATE WILL ALSO WANT A COPY OF THEIR PHOTO I.D.

REVISED: 9-26-2022 (EL)

THIS FORM MUST BE TYPED, AND THE SIGNATURE MUST BE ORIGINAL.
THE EMBASSY/CONSULATE WILL NOT ACCEPT COPIES, AND/OR HAND-WRITTEN FORMS

ADDITIONAL PARTICULARS FORM FOR VISA SERVICES

1.	Name of Applicant	:
2.	Passport Number and Nationality	:
3.	Please specify whether holding dual nationality. If yes, please provide name of countries and passport numbers	:
4.	Any previous Nationality held? If yes, specify	:
5.	Name of Spouse and current Nationality	:
6.	Any other Nationality previously held by spouse If yes, please provide name of countries and passport numbers	:
7.	Has the applicant ever changed his/her name? If yes, specify details and submit appropriate documentation for the same	:
8.	Did the applicant or his/her parents or his/her grandparents ever hold the citizenship of Bangladesh, Afghanistan, Bhutan, China, Nepal or Sri Lanka at any point of time? If yes, please provide details	:
9.	Whether the applicant or his/her parents or his/her grandparents ever hold the citizenship of Pakistan, or NICOP (National Identity Card for Overseas Pakistanis) or POC (Pakistan Origin Card)? If yes, specify details	:
10.	Did the applicant work before or is currently Working with Armed Forces/Police/Para-Military Forces/Government service. If yes, name of Organization, Designation, Place of Posting and Rank should be given	:
11.	Did the applicant ever hold official/diplomatic passport? If yes, specify details	:
12.	Current Employment status along with full details of employer	:
13.	Has the applicant ever been convicted of any criminal offense or is currently facing criminal charges in any court of law? If YES, specify details.	:
14.	Has the applicant or any of his parents ever applied for asylum?: If yes, specify details	

DECLARATION

I hereby declare that the above particulars are true. I also agree that in case any false information is given in the above form, appropriate action as per Government of India rules and regulations may be taken against me, including but not limited to revoking of issued Visa and any other action as deemed fit by the Government of India or its agencies.

I am applying for a OCI card (strike off whichever not applicable) -

(a) as a spouse of an Indian origin person

(b) not as a spouse of Indian origin person.

In case of (a), I undertake to intimate the Consulate immediately about the dissolution of such marriage, if it occurs.

Date :

Place :

(Signature of the Applicant)

Please note:In case of minor child, both parents/legal guardian should sign the declaration

Business Visa Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	_ _ _ - _ _ _ - _ _ _ _

☑ **THE FOLLOWING IS A LIST OF DOCUMENTS TO BE SUBMITTED FOR APPLYING FOR BUSINESS VISA. PLEASE PRINT AND SIGN A COPY OF THIS CHECKLIST, ALONG WITH YOUR APPLICATION.**

	IMPORTANT GUIDELINES ❖ **Please ensure that all data entries provided in your application match with your existing passport**. If not, please provide the supporting documentation. ❖ Please select the correct Indian mission based on the place where you reside in the USA and the mission's jurisdiction. Mission jurisdiction can be viewed at http://visa.vfsglobal.com/usa/en/ind/attend-centre ❖ Online applications are only accepted if filled out in the current year and within 180 days from the date of submission. ❖ After submission online, no changes can be made. In case of an error, please fill a new online application form. ❖ **VFS INDIA CONSULAR APPLICATION CENTRE employees cannot edit or make any changes to your online application form.** ❖ **THE EMBASSY/CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.** ❖ If applicant's occupation is "Journalist", he/she may only apply for a journalist visa, even if you intend to travel for tourism/ business/ medical/ Conference/Employment etc. ❖ Visa Application for Pakistani nationals and Pakistan origin USA nationals will take a longer than normal time. USA nationals of Pakistan origin will be required to provide copy of renunciation certificate. Pakistani nationals, including those holding dual nationality should apply for visas on their Pakistani passport only. However, both the passports, in original, are to be submitted; visa will be issued on Pakistani passport and type/duration of visa will be decided by the Embassy/Consulate. **It may please be noted that incomplete /erroneous applications will be returned to the applicant for providing the missing/additional documents and re-submission of the full completed application. In certain cases, the Embassy/Consulate may ask for further documentation or call the applicant for an in-person or telephonic interview**
	❖ **MANDATORY DOCUMENTS**
☐	**GOVERNMENT APPLICATION ONLINE FORM – ORIGINAL** ***Signature: All Minor applicants need to write their name or sign in the space provided on the first page of the application form below the photograph. Minor applicant below 5 years may put left thumb impression on the space provided. Both parents should sign on the last page of the application. Both parents must sign on page 2 of the online application form below the minor's signature/thumb Impression.***
☐	**PHOTOGRAPH & SIGNATURE – ORIGINAL & DIGITAL** **Physical photograph**: 01 photograph must be affixed on the application form & should not be stapled. Physical and uploaded photograph must be identical. Photograph must be 2 X 2 Inches on glossy paper showing front view of applicant's face against white background **Digital Photograph Requirements**: Upload a digital photograph Online on Govt. Portal. The digital photograph should meet the following requirements: • Format JPEG

Business Visa Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	_ _ _ - _ _ _ - _ _ _ _

	• Size: Minimum 10 KB and Maximum 300 KB • The height and width of the Photo must be equal. • Photo should present Full face, front view, eyes open. • Center head within frame and present full head from top of hair to bottom of chin. • Background should be plain light colored or white background. • No shadows on the face or on the background. • Without borders. • Make sure that photo presents full head from top of hair to bottom of chin. Head should measure 1 inch to 1-3/8 inches (25mm to 35mm). Make sure eye height is between 1-1/8 inches to 1-3. • Incorrect (face downwards or sideways) uploaded photographs will be returned as these applications are considered as ineligible applications. Uploaded photograph face must be upward only. For Detailed photograph Specifications – Please click here
	FEE PAYMENTS Application confirmation letter/ Payment confirmation is mandatory. Complete the process online on VFS INDIA CONSULAR APPLICATION CENTRE's website to get the Application confirmation letter/ Payment confirmation. Don't forget to enclose the Application confirmation receipt. If paying by Money order or Banker's check then it should be made in favor of "**VFS Services (USA) Inc. PERSONAL CHECKS ARE NOT ACCEPTABLE. Ensure you update the correct details of the instrument (Money order/ Banker check. Don't punch dummy information. Incorrect information may lead to rejection of your application)** To complete the questionnaire & create a profile: Click here to proceed. **NOTE: YOU MUST SEND YOUR COMPLETE APPLICATION WITHIN 30 DAYS FROM THE DAY APPLICATION IS REGISTERED ON VFS SYSTEM.**
☐	**PROOF OF ADDRESS – COPY** Proof of address must match with the present address as per application: (any ONE of the below documents) - State Issued ID OR - Driving license OR - Utility Bill - Water (should be recent, no more than 3 months old) OR - Utility Bill - Gas (should be recent, no more than 3 months old) OR - Utility Bill - Electricity (should be recent, no more than 3 months old) OR - Valid Lease Agreement OR - Mortgage OR - Income Tax return OR - For College/University Students living on campus in University housing/dormitories, a letter from your institution on the institution letterhead explaining the exact address that you presently reside in will suffice. - Marriage Certificate in case the address in spouse's name, birth certificate of child in case of minor applicant along with parent's address proof. - In case of applicant residing with parents/children/ relatives, a notarized undertaking from them with one of the copy of address proof as indicated above. - Hotel bill - If the customer on L1/L3 staying in a hotel for a project for the past couple of months and don't have the address proof or state ID. NOTE: DO NOT CUT YOUR DRIVER'S LICENCE COPY DOWN TO SMALLER SIZE Important: PO BOX number is NOT

Business Visa Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	_ _ _ - _ _ _ - _ _ _ _

	ACCEPTABLE as valid Proof of address
	For NON-US PASSPORT HOLDERS: COPY OF THE APPLICANT'S VALID LEGAL STATUS IN THE USA Please submit one of the below documents as applicable: - - Valid Green Card – FRONT AND BACK - Valid Visa, - Valid EAD – FRONT AND BACK - Valid I-797A Approval Notice, - Valid Work permit/Study Permit, OR - Recently expired Visa and I-797A Approval notice together with I-797C Receipt Notice for filing of a request for extension before the expiry of Visa or I-797A copy of proof of extension, if B1/B2 is expired and have a receipt for extension of stay or an approval for extension of stay.
	ADDITIONAL PARTICULAR FORM (ANNEXURE – A)– ORIGINAL & MANDATORY *This form is absolutely mandatory to be filled by applicant (even if customer is minor). Application will be kept on hold if this form is not submitted.*
☐	**PASSPORT – ORIGINAL AND PHOTOCOPIES** Original as well as a copy of passport (biographical pages only). Passport should have minimum validity of six months and must have at least two blank pages.
	ADDITIONAL DOCUMENTS
☐	**INVITATION LETTER FROM THE COMPANY IN INDIA– ORIGINAL** Letter on Company letterhead from the company in India indicating the nature of applicant's business, duration of stay, the validity of visa applied for, places and organizations to be visited during the stay. Details regarding the company, undertaking for full financial responsibility to ensure travel and repatriation, if applicable, and relationship history with the employee.
	LETTER FROM APPLICANT'S COMPNAY IN THE USA – ORIGINAL Letter from the applicant's company in the US on a company letterhead stating that all expenses will be paid for by the company and indicating the nature of applicant's business, duration of stay, he/she will not receive any form of remuneration from any other source in India and will remain employee of same company, [Sales turnover certificate (For Pakistani Passport Holders only)] the validity of visa applied for, places and organizations to be visited during stay
	LETTER OF INCORPORATION FROM THE COMPANY IN INDIA – COPY This letter is not required if the applicant is visiting Government of India institutions for meetings, etc.
	DOCUMENTS – IF APPLICABLE

Business Visa Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	_ _ _ - _ _ _ - _ _ _ _

☐	**PROOF OF RENUNCIATION – COPY** ***Proof of Renunciation of Indian Citizenship:*** • If you ever held an Indian Passport, it is MANDATORY to provide proof of the Renunciation of Indian Citizenship along with your VISA application. One of the following MUST be produced as proof: - ❖ Certificate of renunciation issued by the Embassy/Consulate of India OR ❖ Deemed surrender certificate issued by the Embassy/Consulate of India Both - Cancelled/ Surrendered Passport along with the copy of the Surrender/Renunciation Certificate would be needed for Indian passports surrendered after May 2010 If you do not have the proof of renunciation then please apply for renunciation before submitting the VISA application.
	ADDITIONAL DOCUMENTS FOR DEPENDENT BUSINESS VISA FOR SPOUSE – COPY • Marriage Certificate – Copy
	ADDITIONAL DOCUMENTS FOR MINOR APPLICANTS • Parental Authorization Form (Annexure-B) duly signed by both parents and notarized – Original. **Signature of Parents on Govt. Form, their passports and Parental authorization must be identical. Mismatch of signatures will result in delay in application processing or rejected without being processed.** • Birth certificate of minor applicant – Copy; • Passports and Marriage Certificate of parents – Copy; and • US visa status documents of non-US national parents – Copy. If Indian parents do not hold valid US visa status, an explanation for the same may be provided.
	FORM FOR PAKISTAN NATIONALS FORM (ANNEXURE – C) – ORIGINAL
	FEES OR SHIPPING – APPLIES TO ALL
☐	**COURIERS** 1. If opted VFS offered courier services, then download the incoming courier label from my account to send your complete application to the VFS Centre. 2. If you opt to use your own pre-paid label, then ensure correct pre-paid label details are entered while completing the registration process on VFS Portal. Incorrect information will lead to delay/ rejection of your application. In addition – please ensure you enclose the pre-Paid label ALONG WITH ENVELOPE before sending your application. Please ensure you liaise with your pre-paid company to schedule pick-ups as soon as you receive notification confirming that application is received by VFS Indian Consular Application Centre from the Embassy/Consulate. **FEDEX PREPAID LABELS ARE NOT ACCEPTABLE. Acceptable Prepaid Labels are – UPS or USPS with NO expiry date of the label.** To send application by Post: Please complete registration process. Registration process is mandatory To Submit application in person, please book an appointment & read terms and conditions
	CHECKLIST 1 Checklist (original) to be printed and enclosed with your application

Business Visa Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	_ _ _ - _ _ _ - _ _ _ _

(Signature of the Applicant)

VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472
Website: www.vippassports.com Email: info@vippassports.com

EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DO NOT ATTENTION THIS LETTER TO VIP PASSPORT SERVICES, INC!

DATE: _____

EMBASSY/CONSULATE OF: _____

GENTLEMEN:

MR. / MRS. **(TRAVELER)** IS ONE OF OUR EMPLOYEES WHO IS ENGAGED AS **(POSITION)** FOR **(COMPANY NAME)**. MR. / MRS. **(TRAVELER)** PLANS TO VISIT **(CITY)** FOR THE PURPOSE OF **(DETAILED EXPLANATION OF TRIP)** WITH **(COMPANY TO BE VISITED)**.

MR. / MRS. **(TRAVELER)** WILL BE DEPARTING THE UNITED STATES ON **(DATE)** AND WILL BE STAYING FOR **(LENGTH OF TRIP)**. OUR COMPANY, **(EMPLOYER)**, WILL GUARANTEE MR. / MRS. **(TRAVELER)** MAINTENANCE AND WILL BE RESPONSIBLE FOR HIS / HER WELFARE WHILE IN YOUR COUNTRY. HE / SHE IS IN POSSESSION OF SUFFICIENT FUNDS FOR HIS / HER STAY AND HAS PREPAID TRANSPORTATION TO RETURN TO THE UNITED STATES.

MR. / MRS. **(TRAVELER)** WILL NOT RECEIVE ANY FORM OF REMUNERATION FROM ANY SOURCES IN INDIA AND WILL REMAIN AN EMPLOYEE OF (US COMPANY NAME) IN THE USA. (**TRAVELER**) WILL NOT ENGAGE IN ANY ACTIVITIES IN INDIA OTHER THAN THE STATED PURPOSE OF VISIT.

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. / MRS. **(TRAVELER)** THE APPROPRIATE **(SINGLE OR MULTIPLE)** ENTRY BUSINESS VISA AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

(SUPERVISORS SIGNATURE)

PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER.

VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472
Website: www.vippassports.com Email: info@vippassports.com

IMPORTANT NOTES PERTAINING TO THE TYPE OF VISA BEING REQUESTED!

** IF YOUR COMPANY LETTERHEAD FALLS UNDER A DIFFERENT STATE THAN WHERE YOUR DRIVERS LICENSE WAS ISSUED, THEN WE WILL REQUIRE THIS SPECIFIC PHRASE ON YOUR COMPANYLETTERHEAD.

"MR. /MRS. **(INSERT TRAVELERS NAME)** HAS BEEN WORKING REMOTELY FROM HIS/HER HOME LOCATED AT **(INSERT APPLICANTS HOME ADDRESS THAT IS ON THE DRIVERS LICENSE)**. THE HEADQUARTERS FOR OUR OFFICE IS LOCATED AT **(INSERT ADDRESS WHICH IS REFLECTED ON THE U.S. LETTERHEAD)**.

** IF YOU WILL BE TRAVELING AS PART OF A CREW AND ARE REQUIRING A CREW VISA, THEN YOU WILL HAVE TO LIST YOUR JOB TITLE ON THIS LETTER AS A FLIGHT CONSULTANT, AND THE WORDING ON PARAGRAPH ONE, WOULD HAVE TO BE LISTED AS THE FOLLOWING:

"MR. / MRS. **(INSERT TRAVELERS NAME)** IS ONE OF OUR EMPLOYEES WHO IS ENGAGED AS A FLIGHT CONSULTANT FOR **(INSERT COMPANY NAME)**. MR. / MRS. **(TRAVELER)** PLANS TO VISIT (CITY) FOR THE PURPOSE OF AIRCRAFT SUPPORT FOR OUR AIRCRAFT SYSTEM WITH **(COMPANY TO BE VISITED IN INDIA)**.

** IF YOU ARE REQUESTING AN EMPLOYMENT VISA, PLEASE MAKE SURE THAT YOU ARE REQUESTING AN EMPLOYMENT VISA BE ISSUED TO YOU IN THE U.S. LETTER IN THE LAST PARAGRAPH.

***

Visa Proforma – Chinese Nationals Only

1. **Proforma 1:** Details of the Visa Applicant (*To be filled by all Business and Employment visa applicant*)

2. **Proforma 2:** Details of the Applicant's Current Employer

3. **Proforma 3:** Details of the Company/ Organization with whom the Applicant will be working in India *(For both Business Visa and Employment Visa)*

4. **Proforma 4:** Mandatory form in case of details of Equipment, Procurement, Construction (EPC) Contract / Installation & Commissioning work, OEM suppliers etc. *(For Employment Visa)*

5. **Proforma 5:** Information to be submitted by Company seeking Business Visa under PLI or similar other scheme of Government of India *(For Business Visa in case of PLI)*

6. **Proforma 6:** Running list of current Chinese / Foreign Employees employed by the company / on Project

7. List of the documents to be attached with Business Visa and Employment Visa

***

Proforma 1: Details of the Visa Applicant

(*To be filled by Chinese nationals applying for Business or Employment visa*)

Instructions:

- The Proforma needs to be submitted with the visa application.
- All Fields are mandatory and to be filled in English.
- Please mention "N/A", wherever the information sought is not applicable to the applicant.
- Applicant may be called for an interview at the Embassy or through virtual mode, if required.

PART A: General Information			
1.	Visa Application Number:		
2.	Name of the Applicant:		
3.	Details of Applicant:		
	Passport No.:	Place of Issue:	
1.	Date of Issue:	Date of Expiry:	
2.	Mobile Phone:	E-Mail Address:	
4.	Name of the Current Employer:		
5.	Applicant's current Designation /role / position with the Current Employer:		
6.	Educational Qualification and details of institutions of education (Please specify if the education course was completed through correspondence / distance learning or regular course)		
7.	Specific details of Skills/ Experience in the field of operation		
8.	Length of Applicant's job experience in the field		

9. Please provide a brief note on the purpose of your visit to India.

10. Has the applicant been to India before? If yes, please share the details with category(ies) of visa(s) applied for and purpose of the visit(s)?

PART B: To be filed by Employment Visa Applicant only *(Not applicable for Business Visa applicant)*

11.	Remuneration (including Salary, Allowances and Perquisites / Perks) offered as per the Contract (In INR only)	
12.	Name of the company in India where applicant will be working	
(a)	Address and contact details of the company	
(b)	Position / Designation / Role that applicant will be holding with the company in India	
(c)	Duration of employment in India	
13.	Whether the job offered will involve:	

13.1 Installation and commissioning		13.2 Quality check and Essential maintenance		13.3 Production, IT& ERP Ramp-up		13.4 Training	
13.5 Supply Chain Development for empanelling vendors		13.6 Plant Design & Bring up		13.7. Senior Manager & Executive		13.8 Others	

If others, please specify:

14.	Has the applicant worked in other countries before	Yes / No

In case of Yes, please share:

(a)	Name of Company	
(b)	Contact Details and address of the Company	

(c)	Details of project handled	
(d)	Period of stay	

15. I, hereby, undertake that the information provided above is true to the best of my knowledge and accept full responsibility for the information provided above.

Applicant Signature: ……
Name: ……...
Mobile: …….
Email: ..…….
Date: ……..……..

Proforma 2: Details of the Applicant's Current Employer

Instructions:

- To be filled by the authorised person of the current employer
- All Fields are mandatory and to be filled in English.
- Representative of the company may be called for an interview at the Embassy or through virtual mode, if required.
- The Proforma needs to be submitted with the visa application.
- The office seal/ stamp for authentication may be affixed only in the space provided.

1.	Name of the Company:	
2.	Year of establishment of the Company:	
3.	Address and contact details of the Company:	
4.	Nature of Ownership:	Private / State Owned Enterprise/ Joint Venture
(a)	If SOE, Name of the Government / Ministry it is working under:	
(b)	If JV, please give the breakup of ownership	
(c)	Shareholding pattern of the company (Indicate the list of shareholders holding 5% or more shares in the Company)	
5.	Whether the company is:	Listed/ Non-listed
(a)	(If Listed, Name of the stock exchange where company is listed)	
6.	Sector(s) in which the Company is operating	
7. Please share a brief note about the Company.		

8. Additional information by the Company		
(a)	If the company is a manufacturing company, please provide a brief note/ list of components/ Equipment/ Machinery manufactured by the company and its branches/ manufacturing plants	
(b)	If the Company is marketing/ trading company, please provide a brief note on the product(s) handled by the Company and its distributing network	
(c)	If the Company is in service sector, please provide a brief note on service(s) provided by the company	
(d)	If the company is R&D company, please provide a brief note on the research and development conducted by the company	
(e)	If the company is a Human Resource company, please share brief note on the sectors handled by the Company	
9.	Total turnover of the company in past three years	Year 2022:

		Year 2021:
		Year 2020:
10.	Major clients/ customers in China	
11.	Company's Market Share in China	
12.	Primary competitors in China	
13.	Details of Company's Operations in South Asia. [*The details should include Year of establishment, Scale of operations, Turnover, Number of Local and foreign employees, Address, contact details*]	
14.	Details of Company's presence in India through subsidiary companies/ Joint Ventures etc *(In case of multiple entities, please provide the information specified in 15(a) to 15(k) for all the entities separately by adding additional pages as annexures)*	
(a)	Nature of investment	Subsidiary/ Joint Venture/ others In case of others, please specify
(b)	Breakup of shareholding pattern (Shareholders holding more than 5% in the company)	
(c)	Value of total investment in India	

(d)	Details of the Directors of the Company	
(e)	Details of all offices in India including (Manufacturing, sales, trading, representative offices etc.) along with the year of establishments	
(f)	Number of employees employed by the company. *Separate breakups for Indian/ Chinese/ Foreign Employees to be provided*	
(g)	Total turnover of such subsidiary/ JV etc in past three years	Year 2022:
		Year 2021:
		Year 2020:
(h)	In case of manufacturing unit, percentage of localization in India	
(i)	In case of manufacturing unit, percentage of imports from China *If applicable, please provide specific details regarding components/ machinery/ equipment/ raw material imported from China*	
(k)	Primary competitors in Indian market	
15.	Are there any plans of expanding investments in India? If yes, please provide brief note on the same.	

16.	Does the company have agent/ partners/ distributors in India? If yes, please provide the name, address and contact details of all such entities.

17. On the behalf of the company, I, hereby, undertake that the information provided above is true to the best of my knowledge and accept full responsibility for the information provided above.

(Signature of the Authorized Person)

Name of the Signatory **(Mandatory)**……..
Designation of the Signatory……..
Mobile No……..
Telephone Number (Landline)……..
Email Address……..

Official Seal:

Proforma 3: Details of the Company/ Organization with whom the Applicant will be working in India

Instructions:

- To be filled by the authorised person of the prospective employer
- All Fields are mandatory and to be filled in English.
- Please mention "N/A", wherever the information sought is not applicable to the applicant.
- Representative of the company may be called for an interview at the Embassy or through virtual mode, if required.
- The Proforma needs to be submitted with the visa application.
- The office seal/ stamp for authentication may be affixed only in the space provided.

Part A: Company's information		
1.	Name of the Company:	
2.	Year of establishment of the Company:	
3.	Address and contact details of the Company:	
4.	Nature of Ownership:	(a) Indian-Owned (b) Joint Venture with Foreign Company (c) Wholly Owned Foreign Enterprise (d) Indian Public Sector Enterprise (e) Others
5.	Details of Shareholders of the company (Shareholders holding more than 5% in the Company)	
6.	Details of Directors of the Company	
7.	Sector(s) in which the Company is operating	
8.	Please provide a brief note on the company. (*Minimum 100 words*)	

9.	Details about company's operations in India Details must include: (a) Year of establishment; (b) Value of investments; (c) Projects undertaken *(Location wise)*

10. Financial and trade details in respect of the company:

Year	**Total Turnover**	**Total taxes paid**	**Total Imports**	**Total Exports**	**Total Indian employees**	**Total Foreign Employees**
2022						
2021						
2020						

11.	Details of Chinese employees previously invited by the company (*Details must include year-wise and project-wise details)*	
12.	Does company have any Joint Venture / partnership/ business dealing with the Chinese company?	Yes/ No
(a)	If yes, please specify the nature of dealings, shareholding ratio and the Name of Chinese companies	
13.	Details and Value of components/ machinery/ equipment imported from China (Year-wise and project-wise details should be	

	provided)	
14.	Whether the running list of Chinese / Foreign Employees as on date, as per the format given in Proforma 6 is enclosed?	Yes/No
15.	Please share the plans of future expansion in India, if any	

Part B: To be filled with Employment Visa application(s) only *(In addition to Part A)*

16.	Level of Skill required for the job	Unskilled / Semi-skilled / Skilled / Highly Skilled
(a)	Indicate minimum educational qualification required for the job	
(b)	Indicate minimum experience required for the job	
17.	Whether qualified Indian are available for the job / position / role offered to the applicant	Yes/No
18.	Has the company advertised the post (for which the applicant has applied for the job) in Indian media for hiring for this position? If Yes, please provide details. If not, reasons, thereof.	
19.	If people with similar qualification available in India, please provide justification below why the applicant's appointment is required.	

20. On the behalf of the company, I, hereby, undertake that the information provided above is true to the best of my knowledge and I accept full responsibility for the information provided above. I guarantee that the foreign personnel(s) involved in the execution of the project will abide by the Indian laws, rules and regulations at all time during their stay in India. The Company shall be responsible to ensure departure of the applicant from India upon expiry of visa.

(Signature of the Authorized Person)

Name of the Signatory **(Mandatory)**……..
Designation of the Signatory……..
Mobile No……..
Telephone Number (Landline)……..
Email Address……..

Official Seal:

Proforma 4: Mandatory form in case of details of Equipment, Procurement, Construction (EPC) Contract / Installation & Commissioning work, OEM suppliers etc. *(To be filled in addition to Proforma 3*)

Instructions:

- To be filled by the authorised person of the prospective employer
- All Fields are mandatory and to be filled in English.
- Please mention "N/A", wherever the information sought is not applicable to the applicant.
- Representative of the company may be called for an interview at the Embassy or through virtual mode, if required.
- The Proforma needs to be submitted with the visa application.
- The office seal/ stamp for authentication may be affixed only in the space provided.

1.	Name of the Contract	
2.	Contract Number & Date	
3.	Duration of the Contract	
4.	Nature of the Project	
5.	Location of the Project	
6.	Tender Number & Date *(If any Government agency is involved in funding/ approval)*	
7.	Tender Issuing Authority	
8.	Whether the copy of original contract has been shared with the Embassy at the e-mail ID **[visa3.beijing@mea.gov.in]**	Yes/No If yes, date of the email
9.	Value of the Project (*In Rs only*)	
10.	Start Date of the Project	
11.	Estimated duration of the Project	
12.	Whether any part of the overall project is funded by any Government agency. If yes, please provide details, thereof.	
13.	Anticipated total Number of Foreign workers required by Contracting Company (Category wise).	

13.1. Highly Skilled		13.2. Skilled Technicians with Diploma/ Polytechnic degree		13.3. Skilled workers with school level education	

14.	Whether the running list of Chinese / Foreign Employees as on date, as per the format given in Proforma 6 is enclosed?	Yes/ No
15.	Please provide the details of previous projects with all Chinese companies, if any Year-wise details of each such project shall be separately mentioned in the following format: (a) Value of the contract (b) Nature of the project (c) Location of the project (d) Name and contact details of the Chinese company (e) Total Number of Chinese nationals invited for the project (f) Whether the project is completed/ ongoing (g) Value of Equipment/ machinery imported from China	

16. On the behalf of the company, I, hereby, undertake that the information provided above is true to the best of my knowledge and I accept full responsibility for the information provided above. I guarantee that the foreign personnel(s) involved in the execution of the project will abide by the Indian laws, rules and regulations at all time during their stay in India. The Company shall be responsible to ensure departure of the applicant from India upon expiry of visa.

(Signature of the Authorized Person)

Name of the Signatory **(Mandatory)**……..
Designation of the Signatory……..
Mobile No……..
Telephone Number (Landline)……..
Email Address……..

Official Seal:

Proforma 5: Information to be submitted by Company seeking Business Visa under PLI or similar other scheme of Government of India

[To be only emailed separately at email ID: visa3.beijing@mea.gov.in]

[Not to be submitted with the Visa application]

Instructions:

To be filled by Authorized Person of the Indian company under the PLI Scheme or other applicable scheme
All Fields are mandatory and to be filled in English.
Please provide the information in clear and detailed manner.
Please mention "N/A", wherever the information sought is not applicable to the applicant.

1.	Name of the Company:	
2.	Year of establishment	
3.	Address of the Company:	
4.	Contact details of the company	
5.	Details about company's operations in India.	
6.	Sector in which Company is dealing	
7.	Name of the Project	
8.	Name of the Partner company for which visa is sought	
9.	Date of initiation of the project under PLI Scheme	
10.	Tentative date by which project is expected	

<table>
<tr><td></td><td>to be completed</td><td></td></tr>
<tr><td>11.</td><td>Size of the Project (In Rs.only)</td><td></td></tr>
<tr><td>12.</td><td>Details of the PLI project including total investment</td><td></td></tr>
<tr><td>13.</td><td>Number of foreign partners involved</td><td></td></tr>
<tr><td>14.</td><td>Details of foreign partners</td><td></td></tr>
<tr><td>15.</td><td>Whether the applicant is a third-party engineer/ technician/ expert</td><td>Yes/ No</td></tr>
<tr><td>16.</td><td>Whether the relevant Line Ministry has confirmed the name of third party vendor</td><td>Yes/ No</td></tr>
<tr><td>17.</td><td>Whether sponsorship letter from inviting Indian company attached?</td><td>Yes/ No</td></tr>
<tr><td>18.</td><td>Anticipated total Number of Foreign workers likely to be required by the company under relevant Scheme</td><td></td></tr>
<tr><td>19.</td><td>Total Number of Employees as on date</td><td><table><tr><td>Indian</td><td></td></tr><tr><td>Chinese</td><td></td></tr><tr><td>Other Nationals (Country-wise)</td><td></td></tr></table></td></tr>
<tr><td>20.</td><td>Whether the running list of Chinese / Foreign Employees as on date, is as per the Proforma 6 enclosed?</td><td>Yes/ No</td></tr>
<tr><td>21.</td><td>Total number of Chinese/ Foreign worker expected to be invited</td><td></td></tr>
<tr><td>22.</td><td colspan="2">Category-wise Number of foreign employees who would be invited under this scheme
<table><tr><td>22.1 Installation and commissioning</td><td></td><td>22.2 Quality check and Essential maintenance</td><td></td><td>22.3 Production, IT&ERP Ramp-up</td><td></td><td>22.4 Training</td><td></td></tr></table></td></tr>
</table>

	22.5 Supply Chain Development for empanelling vendors		22.6 Plant Design & Bring up		22.7 Senior Manager & Executive		22.8. Others	
If others, please specify:								

23.	Strategies adopted by the company to replace foreign personnel with Indian manpower	
24.	Time line by which these strategies will take effect	
25.	Name and contact details of the Nodal Compliance Officer who will ensure that training is provided to Indian workers who will replace foreign workers within a fixed time-frame.	

On behalf of the company,

26. I, hereby, undertake that Indians will be trained to replace the foreign workers within a fixed time-frame, and keep the local FRRO informed of the action taken in this regard.

27. I, hereby, undertake that this visa applicant has not been invited as a fresh batch of foreign worker against an old batch.

28. I, hereby, confirm that the said applicant who has been invited is not a replacement/rotation of an existing worker who has been granted Business Visa under the PLI or similar scheme for the same job earlier.

29. I, hereby, undertake that the information provided above is true to the best of my knowledge and I accept full responsibility for the information provided above. I guarantee that the foreign personnel(s) involved in the execution of the project will abide by the Indian laws, rules and regulations at all time during their stay in India. The Company shall be responsible to ensure departure of the applicant from India upon expiry of visa.

(Signature of the Authorized Person)

Name of the Signatory **(Mandatory)**……..
Designation of the Signatory……..
Mobile No……..
Telephone Number (Landline)……..
Email Address……..

Official Stamp

Proforma 6: Running list of current Chinese / Foreign Employees employed by the company / on Project

(Updated as on date …….)

Instructions:
To be submitted duly with visa application.
The list should be duly signed and sealed by the Authorized Person of the company.

Sl No.	Names of Foreign National	Nationality	Passport No.	Visa no.	Date of Joining the Project / Job	Date of Termination of employment contract for the Project

(Signature of the Authorized Person)

Name of the Signatory **(Mandatory)**……..
Designation of the Signatory……..
Mobile No……..
Telephone Number (Landline)……..
Email Address……..

Official Seal:

Documents to be attached while submitting Visa applications

A. Documents required for Business Visa

1. Business License of the applicant's company and its authenticated English translation or CCPIT Registration Certificate of Incorporation
2. In case of State Owned Enterprise (SOE), a letter of request from FAOs/ SASAC/ MFA or any other duly authorised Chinese organisation
3. Certificate of Incorporation/ PAN of the Indian Company/ Proof of registration of Firm in the State Industries Department of the Export Promotion Council
4. Resume of the applicant
5. Certificate of Educational Qualification
6. Certificate of Professional Expertise, if applicable
7. Detailed itinerary of the Visit
8. DGFT License (IEC) of the Indian company, wherever applicable
9. Proforma 1 [Filled by the applicant]
10. Proforma 2 [Filled by the Current Company]
11. Proforma 3 [Filled by the inviting company]
12. Declaration and document proof by the visa applicant stating an annual income >2,50,000 RMB

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