

INDIAN VISA APPLICATION CENTER

Checklist for Business Visa Applications

商务签证申请审核表

<p>Name: _____ (姓 名)</p> <p>Passport Number: _____ (护照号)</p>	<p>Purpose of Visit: _____ (访问目的)</p> <p>Group No. if relevant: _____ (团号, 如有)</p>		
<p>Applicants applying for below 8 categories are requested to submit E-visa instead of paper visa.</p> <hr/> <p>1. Installation and Commissioning 2. Quality Check and Maintenance 3. Production 4. IT and ERP Ramp-up 5. Training 6. Supply Chain Development for Empaneling Vendors 7. Plant Design and Bring-up 8. Senior Management and Executives</p> <p>关于以下八类业务签证申请的重要通知： 根据规定，申请以下八类业务签证的申请人，敬请提交电子签证（E-visa），无需再提交纸质签证。</p> <hr/> <p>适用类别包括：</p> <p>1. 安装与调试 2. 质量检查与维护 3. 生产 4. 信息技术及企业资源计划系统上线 5. 培训 6. 供应商供应链开发 7. 工厂设计与建设 8. 高级管理人员与行政人员</p>	<p>Yes/ 有?</p>	<p>No/ If not, why not? 没有? 如没有, 注明原因</p>	<p>For official use: Documents present?</p>

1.	<p>护照原件</p> <p>有效期必须超过在印度停留期后的六个月以上。</p> <p>Original Passport</p> <p>The validity period must exceed six months beyond the intended stay in India.</p>			
2.	<p>护照复印件</p> <p>首页（个人资料页）复印件：2份。</p> <p>签名页复印件：1份。（如签名在备注页，则复印该页）</p> <p>如有其他国家签证/出入境记录，需提供相关页面的复印件。</p> <p>Passport Copies</p> <p>Copy of the main page (biographical data page): 2 copies.</p> <p>Copy of the signature page: 1 copy. (If the signature is on the remarks page, copy that page instead.)</p> <p>Provide copies of pages with visas or entry/exit stamps from other countries.</p>			
3.	<p>照片</p> <p>规格：50mm x 50mm (5cm x 5cm) 白底彩色照片。</p> <p>要求：近期、正面、免冠、露双耳。不接受扫描打印的照片。</p> <p>数量：2张。</p> <p>Photos</p> <p>Specifications: 50mm x 50mm white-background color photos.</p> <p>Requirements: Recent, front-facing, bareheaded, with both ears visible. Scanned or printed photos are not accepted.</p> <p>Quantity: 2 copies.</p>			

	<p>签证申请表</p> <p>填写完整、无误的在线申请表。</p> <p>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。</p> <p>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）。</p> <p>填写注意：</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>Visa Application Form</p> <p>A fully and correctly completed online application form.</p> <p>Requirements: All information must exactly match the passport, with no omissions. The digital photo must be successfully uploaded.</p> <p>Signature: Hand-sign in the designated area. The signature must match the one in the passport (use an ink pen).</p> <p>Notes:</p> <ul style="list-style-type: none">- 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.	<p>最高学历证书公证书</p> <p>最高学历的公证书原件及复印件（中英文对照）。</p> <p>Highest Diploma Notarized and Certified</p> <p>Notarized and certified copy of the highest diploma (original and copy, with Chinese-English对照 translation).</p>			

6.	<p>个人简历</p> <p>语言：英文。</p> <p>Personal Resume</p> <p>Language: English.</p>			
7.	<p>行程单</p> <p>(Itinerary)语言：</p> <p>英文。</p> <p>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。</p> <p>要求：需有申请人本人的亲笔签名。</p>			
	<p>Itinerary</p> <p>Language: English.</p> <p>Content: Detailed daily schedule, including cities to visit, companies to meet, and business discussion topics.</p> <p>Requirement: Must have the applicant's original handwritten signature. (Notarization is not required).</p>			
8.	<p>印度方邀请文件</p> <p>邀请函原件 (Invitation Letter)由印度公司发出。</p> <p>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。</p> <p>Documents from Indian Inviting Party</p> <p>Original Invitation Letter</p> <p>Issued by an Indian recognized company.</p> <p>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.</p>			

9.	<p>印度公司资质证明</p> <p>以下文件二选一即可：</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>Indian Company Qualification Proof</p> <p>Either of the following is acceptable:</p> <ul style="list-style-type: none">- Certificate of Incorporation- PAN Card copy of the Indian company			
10.	<p>中方公司文件（均需盖章、签字）</p> <p>派遣函原件（Covering/Dispatch Letter)语言：英文。</p> <p>内容必须包括：</p> <p>申请人的个人信息、职位、年薪/收入。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）。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>Documents from Chinese Company</p> <p>(All must be stamped and signed)</p> <p>Original Covering/Dispatch Letter</p> <ul style="list-style-type: none">- Language: English.- Must include:- Applicant's personal info, position, and annual income/salary.			
	<ul style="list-style-type: none">- 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.	<p>收入证明</p> <p>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。</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>Income Proof</p> <p>An English certificate issued by the company stating the applicant's annual income.</p> <p>Requirement: 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>营业执照复印件及翻译件</p> <p>中方公司的营业执照副本复印件。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>Business License Copy and Translation</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>身份证复印件</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>ID Card Copy</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>PROFOMA 表</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>PROFOMA Form</p> <p>A specific form provided by the Indian side.</p> <p>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.</p>			
15.	<p>无犯罪记录证明公证书</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>No Criminal Record Certificate Notarized and Certified</p> <p>Notarized and certified copy of the No Criminal Record certificate (original and copy, with Chinese-English对照 translation).</p>			
16.	<p>预约单</p> <p>在线预约递交材料时间的确认单。</p> <p>Appointment Slip</p> <p>Confirmation slip of the online appointment for document submission.</p>			
17.	<p>公司信息小条</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>Company Information Slip</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>国企/公务护照补充材料</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>Supplementary Materials for State-Owned Enterprise/Official Passport Holders</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>			
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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	
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