

INDIA VISA APPLICATION

Name of Applicant: _____

Date of submission (with complete documents): _____

Employment Visa checklist

- Signed and completely filled out visa application form with two references each. Please fill out Personal Particulars Form along with the Permanent Address in country of origin.
- Passport copy with passport having at least 2 blank pages and minimum validity of 6 months.
- Hong Kong/Macau ID with at least 2 years validity prior to application.
- Employment Agreement/Contract to be signed by both parties. The agreement should specify the nature of job, type of emoluments and taxation responsibility. Salary break-up along with taxation details must be mentioned in Indian Rupees (INR).
- Letter of incorporation of the Indian company (Employer).
- Letter from the Indian company (Employer) stating technical qualifications of the applicant stating the reasons why he/she eligible for this specialization job.
- Letter from the Indian company (Employer) stating why they are unable to fill this position locally in India.
- Proof of residence of the applicant in Hong Kong/Macau for the last 2 years.
- Qualification certificates of the applicant.
- Resume or C.V. of the applicant.
- Copies of previous Indian visas, previous extensions from FRRO/FRO, Income tax returns filed in India, if any.
- Service fee paid for application.
- Personal Particulars Form and Referral Fee may be collected upon approval of application.

Dependent Visa (X-Visa) checklist

- Signed and completely filled out visa application form.
- Passport copy with passport having at least 2 blank pages.
- Hong Kong ID with at least 2 years validity prior to application.
- Letter from the Indian company (Employer) giving details of dependent applicants. This should include details as available on the passport.
- Copies of relevant certificates such as Marriage or Birth certificates for spouse or children respectively.

Signature of submission officer: _____