

Instruction of Dispatch Letter

派遣函的内容及格式要求

I. Only original is acceptable. 派遣函必须是原件

II. The letter should be printed on proper paper with company letterhead. 请采用含公司抬头的公文信笺

III. Content of the letter must include below details, 派遣函的内容应涵盖以下事项:

i. The date of the letter issued 派遣函签发日期

ii. Inside address and attention line: The name and address of the person/institution you are writing to (i.e. Visa Section of Consulate General of India, Guangzhou, etc.) 收件人姓名及单位, 例如: 致印度驻广州总领事馆

iii. Body of the letter 正文内容:

- Brief product/trading profile of the company, if it is a manufacturing company. 若派遣公司为生产性企业, 请提供产品/贸易简介
- Brief trading profile, if it is only a trading company. 若派遣公司为贸易企业, 请提供贸易简介
- Nature of its core business, overseas investments and projects, if any. 公司的主要商业特性, 如有海外的投资和项目, 请提供相关信息。
- Nature of its existing or proposed business with India, including details of products and services being exported or imported from India. Investments and projects works, if any. 该公司与印方公司已存在或即将产生的商务往来特性, 包括出口至印度或从印度进口的产品和服务的相关细节。如有投资或项目, 请提供相关信息。
- Applicant's personal detail, including the full name, passport number, ID number (optional), occupation, etc. 签证申请人的拼音全名、护照号码、身份证号码、职务等
- Applicant's annual income 申请人的年收入
- Specific purpose of the trip. 具体出行目的
- The name of the Indian company and its address where the person is going to visit. 印度邀请公司的名称及地址
- How long will the person stay in India and when will s/he come back to China. 访问起止日期
- Some details about the accommodation and living expense (who will be the expenses sponsor, guarantee that the person would abide by the local laws & regulations when visiting India, and return on schedule, etc.) 访问印度期间的费用情况, 如公司是否承担该行程的费用, 申请人是否会按时回国等
- For foreign applicants except the Chinese National, the **exact date** from which they are working in China should be indicated in the dispatch letter. The letter may certify that the duration of applicant's residence in China as well. If the foreign applicant lives in China less than two years, the letter should provide the details of the residence, either in their country of origin or any other country where they have been residing for more than two years. 凡持外国护照的申请人, 派遣函上需要注明申请人开始在中国工作的**具体日期**, 以及其在中国居住的时长。对于在中国居住期少于两年的申请人, 公司派遣函中必须提供其在本国的居住信息或到中国前在第三国定居超过两年的信息。

iv. The closing 落款:

- Signature of the principal (the person who execute the dispatch must sign on the letter) 公司负责人或派遣者的亲笔签名
- Name of the principal 公司负责人或派遣者的拼音全名 (打印)
- Title / Occupation of the principal 公司负责人或派遣者的职位 (打印)
- Company name 公司名称
- Seal of the company 盖中方公司公章
- Company address and contact numbers in case the same is not mentioned on letter head 公司地址、电话 (该项若在抬头纸上有所述, 可在落款处省略)