

Checklist for Business Visa Applications

商务签证申请审核表

Name: _____ (姓名)		Purpose of Visit: _____ (访问目的)		
Passport Number: _____ (护照号)		Group No. if relevant: _____ (团号, 如有)		
Period of stay: _____ (逗留期)				
		Yes 有	Remark 备注	For official use: dox present 官方使用
1.	Completed and signed application form (X2)? (Signature on application form and passport should be the same) 填写完整并在申请表上签名 (2份)? (护照与申请表签名需一致)			
2.	Additional form for Business Visa (X1)? 商务签证的附加表格(1份)?			
3.	Correct fee? 费用正确?			
4.	Appropriate photo (X3)? 照片合格(3张)			
5.	Passport copy of the first and last page (with signature) and any special endorsement? 护照首页、尾页(含签名)、及其它备注的复印件?			
6.	ID card (copy of both sides)? 身份证复印件(正反面)?			
7.	Invitation Letter from recognised Indian Organisation with authority's name, title, signature and company seal (X2)? 有资质的印度机构签发的邀请函(落款含公司负责人姓名、职位、签名及公章) (2份)?			
8.	Certificate of Incorporation/Pan Card of the company? 印度公司的注册证明或"Pan Card"?			
9.	Letter from the duly recognised Chinese company with authority's name, title, signature and company seal (X2)? 中方公司派遣函(落款含公司负责人姓名、职位、签名及公章) (2份)?			
10.	Business License/ CCPIT Certificate of the Chinese company? 中方公司的营业执照复印件或 CCPIT 证明?			
11.	For Foreign Nationals Copy of Residence Permit/Work Permit in China? (if applicable) 外国申请人如有中国居留许可或工作许可, 请提供复印件。			

The applicant has submitted the supporting documents above and is aware that application documents will be assessed by the Visa Section at the Consulate General of India. The issue of visa/duration/entries to be granted is sole discretion of the Consulate. Visa Application Centre plays no part in decision making process of visa application.

申请人已经递交了上述文件, 并了解签证决定权在领事馆, 签证申请中心无权干预签证审批结果。

VISA Fee (签证费)		NAME OF TRAVEL AGENT 代理名称	
Service Fee (服务费)		ADDRESS 地址	
Courier Fee (If any) 快递费 (如选)		TEL 电话	
Other Fees (其他费用)			

 Name & Signature of Inquiry Officer
 (资料审核员签名)

 Date/日期

 Applicant's Signature (申请人签名)