

Checklist for Project Visa applications

项目签证申请审核表

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| Name: _____ (姓名) Passport Number: _____ (护照号) | Purpose of Visit: _____ (访问目的) Duration of stay: _____ (逗留期) | | |
| | Yes 有 | Remark 备注 | Official use: doc present 官方使用 |
| 1. | Hard copy of the completed and signed on-line application form. (Signature on application form and passport should be the same) X3 3份完整填写并由申请人本人签名的在线申请表。(护照与申请表签名需一致) | | |
| 2. | Passport copy of the data page(X2) and last page (with signature) and any special endorsement, Resident permit/Work permit/Chinese Visa (in case of foreign nationals). Signature on the passport only with ink is acceptable. 护照复印件, 首页2份、尾页(含签名)、及其它备注的复印件, 外国人提供居留或工作许可或中国签证页复印件。必须使用墨水笔在护照上签名。 | | |
| 3. | Correct fee. 费用正确。 | | |
| 4. | Four recent passport size photographs. One to be pasted on the form. Three to be attached with application (2*2 inch /5*5cm with white background. Photo should be clear, scanned photo is not acceptable) 需提交四张护照照片, 其中一张粘贴在签证申请表, 另三张随附 (白色背景, 2*2英寸/5*5厘米, 不接受使用扫描或不清晰的照片)。 | | |
| 5. | ID card (copy of both sides). 身份证复印件(正反面)。 | | |
| 6. | Letter from the Indian Company awarding the contract to the foreign company specifying the following details: i. Name of the foreign Company ii. Registered address of the foreign company iii. Name of the project awarded as per the tender document iv. Location of the project in India (village/town/district/state) v. Duration of the contract (number of days) vi. Total number of foreign workers likely to be sent by the foreign company(category wise) a) Highly skilled b) Skilled technicians with diploma/polytechnic degree c) Skilled workers with school level education 与中方公司或机构签订了工程合同或项目合同的印度公司出具的证明, 应包括以下信息: 1. 中方公司全称 2. 中方公司的登记注册地址 3. 按照投标文件所述的项目名称 4. 该项目在印度的详细地址: 邦、区、镇、村 5. 项目合同工期(总天数) 6. 分别列出前往印度从事该项目的以下中方工作人员的人数 a) 高级技术人员 b) 拥有理工类专业学士或以上学位或理工类专科学历证书的熟练技术人员 c) 拥有中等专业学历证书熟练工人 | | |
| 7. | Letter from the Indian company addressed to the Indian Mission explicitly stating that: i. It guarantees the conduct of the foreign company and the foreign personnel involved in the execution of the project/contract. ii. It would be responsible for ensuring that the applicant (name of the applicant, passport number and date of birth shall be mentioned) will abide by Indian rules and regulations. iii. It will be liable to ensure departure of the applicant from India upon expiry of Visa. 印度公司致相关印度使/领馆的信函, 需明列以下信息: 1). 印度公司担保前往该公司从事工程、项目工作的中方公司及中方工作人员在印度的一切行为。2). 印度公司全责担保中方工作人员在印度遵守印度的法律、法规(需明列相关中方人员的姓名, 护照号, 出生日期)。3). 印度公司担保前往该印度公司从事工程、项目工作的中方工作人员在签证有效期满之前离开印度。 | | |

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| 8. | Letter from the foreign employer providing brief description of the nature of its project in India and a brief description of the job which the applicant is required to perform in India. 中方公司出具的证明文件，需简述该印度项目或工程的性质及相关中方工作人员在该项目中的工作内容。 | | | |
| 9. | Copy of qualifying educational certificates with English Translation (Attested by the Ministry of Education) 教育资质证明复印件及翻译件（需经教育部验证认可）。 | | | |
| 10. | Professional expertise certificate. 专业资格证书。 | | | |
| 11. | CV of the applicant. 申请人的简历。 | | | |
| 12. | Registration certificate of the employing company under the companies' act/proof of registration of the firm in the State industries department or the Export promotion council. 印度公司根据印度《公司法》的规定办理的登记执照，或该公司在印度某邦的工业部门或者出口促进委员会已注册登记的证明。 | | | |
| 13. | No-Criminal Record Certificate issued by PSB/Police and duly attested by Notary. 由公安局/派出所出具的无犯罪证明公证书。 | | | |
| 14. | Duly filled and typed in Reference sheet to be submitted with the documents. 提交打印版本的附加表格。 | | | |

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。

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| 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) | | | |
| Other Fees (其他费用) | | TEL 电话 | |

Signature of Inquiry Officer / 资料审核员签名

Date/日期

Applicant's Signature / 申请人签名