

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
 - 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)