

Instruction of Invitation Letter

邀请函的内容及格式要求

I. The letter should be printed on proper paper with company letterhead.

请采用含公司抬头的公文信笺

II. Only Fax from India or original is acceptable.

只接受来自印度的传真件或原件

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

i. The date of the letter issued 邀请函签发日期

ii. Attention to whom: The name and address of the person/institution being invited 被邀请人的姓名及地址

iii. Body of the letter 正文内容:

- Applicant's passport data, such as full name of the applicant, passport number, etc. 签证申请人的姓名、护照号码等护照信息
- Applicant's occupation and name of the company located in China.
- 签证申请人的职位、所在的中方公司名称
- Specific purpose of the trip. 具体的出行目的
- Name of the Indian company and its location where the person is going to visit. 印度邀请方的公司名称、地址
- How long will the person stay in India and when will s/he come back to China. 申请人在印度的访问期限

iv. The closing 落款:

- Clear signature of the principal (the person who execute the invitation must sign on the letter) 印方负责人的清晰签名 (签发此邀请函的印方负责人必须签名)
- Name of the principal 印方负责人的全名 (打印)
- Title / Occupation of the principal 印方负责人的职位 (打印)
- Company name 印方公司名
- Seal of the company 盖印方公司公章
- 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)