

**Checklist for Employment Visa applications-Representative
Office Applications**

工作签证申请审核表-代表办事处申请

Name: _____ (姓名)		Purpose of Visit: _____ (访问目的)		
Passport Number: _____ (护照号)		Group No. if relevant: _____ (团号, 如有)		
		Yes/有?	No/ If not, why not? 没有? 如没有, 注明原因	For official use: dox present?
1.	Completed and signed application form? (Signature on application form and passport should be the same.) (x1) 填写完整并在申请表上签名? (护照与申请表需签名一致) (一份)			
2.	One copy of the passport (the first and last page with signature)/resident permit and work permit (in case of foreign nationals)? (Passport signature should be with a Pen. Pencil signature will not be accepted.) 护照首页和带签名的尾页、居留许可和工作许可(外籍申请人)复印件? (护照签名不接受使用铅笔)			
3.	Correct fee? 费用正确?			
4.	Appropriate photo? (Photo should be clear with a blue back drop. Scanned Photo's will not be accepted.) 照片合格? (蓝色背景照片, 不接受使用扫描或不清晰的照片) (一张)			
5.	Letter of Appointment from Indian Company and/or Copy of the contract signed between two parties? (x1) 印度公司聘书及双方所签合同的复印件? (一份)			
6.	No-Criminal Record Certificate issued by PSB/Police and duly attested by Notary? (x1) 由公安局/派出所出具的无犯罪证明公证书? (一份)			
7.	Approval letter from government of India.(original with 1 copies) 来自印度政府的批准信(一份原件, 一份复印件)			
8.	Copy of the Chinese ID Card (both sides).(x1) 正反面身份证复印件(一份)			
9.	Copy of qualifying educational certificates? (Attested by the Ministry of Education) (x1) 教育资质证明复印件? (需经教育部验证认可) (一份)			
10	Covering Letter from Chinese company. (original with 1 copies) (x1) 出自中方公司的担保信(一份原件, 一份复印件)			

