

**Checklist for Business Visa applications**  
**商务签证申请审核表**

Name: _____ (姓名) Passport Number: _____ (护照号) Period of stay: _____ (逗留期)		Purpose of Visit: _____ (访问目的) 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: doc present? 官方使用
1.	Completed and signed application form X2? 填写完整并在申请表上签名? (2份)			
2.	Correct fee? 费用正确?			
3.	Appropriate photo X3? 照片合格? (3张2吋)			
4	ID card (copy of both sides)? 身份证复印件(正反面)?			
5	Copy of residence permit/ Work permit (For foreign nationals only) 中国居留许可复印件/工作证复印件(只限于外国申请人; 其中一样即可)			
6.	Work certificate/rent agreement to prove applicant is working and staying here (If ID card/passport/residence permit issued outside Shanghai, Zhejiang, Jiangsu) 在职证明和租房合同(如果申请人的身份证/护照/居留许可的签发地不是在上海, 浙江或者江苏)			
7	Copy of certificate of incorporation/ Business licence/ PAN card of Indian company (Any one). 印度公司注册执照复印件/营业执照复印件/印度公司PAN卡复印件(其中一样即可)			
8	Fax/Original Invitation Letter from recognised Indian Organisation? 印度公司的邀请函(传真件或原件)			
9	Original Letter from the duly recognised Chinese company? 中方派遣函(原件)			
10	Certificate of incorporation of the Chinese company translated and authenticated in English? 翻译成英语并证实过的中方公司注册证明			

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)			
Other Fees (其他费用)		TEL 电话	

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

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Date/日期:

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Applicant's Signature (申请人签名)