

# Checklist for Employment Visa- Representative Office Applications

## 工作签证申请审核表(开办办事处)

Name: _____ (姓名) Passport Number: _____ (护照号) Duration of stay: _____ (逗留期)		Purpose of Visit: _____ (访问目的) Group No. if relevant: _____ (团号, 如有)		
For Representative office		Yes 有	Remark 备注	For official use: dox present 官方使用
1.	Completed and signed application form? (X 2) 填写完整并在申请表上签名? (2份)			
2.	Correct fee? 费用正确?			
3.	Appropriate photo? (X 3) 照片合格? (3张2吋)			
4.	Passport copy of the first and last page (with signature) and any special endorsement? (X 3) 护照首页、尾页(含签名)、及其它备注的复印件? (3份)			
5.	ID card (copy of both sides)? (X 3) 身份证复印件(正反面)? (3张)			
6.	Approval letter from the government of India? (Original with 3copies) 印度政府认同的信函? (原件+ 3份复印件)			
7.	Covering letter from Chinese company? (Original with 3 copies) 中国公司关于开办办事处的相关信函? (原件+ 3份复印件)			
8.	No-Criminal Record Certificate issued by PSB/Police and duly attested by Notary? (Original with 3 copies) 公安局出具的无犯罪证明的公证书? (原件+ 3份复印件)			
9.	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)			
10.	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)			

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)