

Checklist for Business Visa applications

商务签证申请审核表

Name: _____ (姓名) Passport Number: _____ (护照号)	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: Documents present?
1.	Completed and signed application form? (Signature on application form and passport should be the same.) 填写完整并在申请表上签名? (护照与申请表需签名一致)		
2.	One copy of the passport (the first and last page with signature)/residence permit and work permit (in case of foreign nationals)? (Signature on the Passport should be in ink and not with pencil.) 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? (须使用墨水笔在护照上签名, 不可用铅笔)		
3.	Correct fee? 费用正确?		
4.	Appropriate photo? (Photo should be clear with a blue backdrop. Scanned Photo will not be accepted.) 照片合格? (不接受使用扫描或不清晰的照片)		
5.	Original / Fax Invitation Letter from a recognised Indian Company? (Invitation letter should be legible with clear signature of the invitee.) + 1 Copy. 印度公司邀请函(传真件或原件)? (邀请人签字需清晰) + 1份复印件		
6.	Certificate of Incorporation of Indian Company / PAN card of the Indian Company? 印度公司组建证明?		
7.	Dispatch Letter from the Company of Applicant? To be submitted for third Country national applicant as well. (Letter should include the following: purpose of visit to India. Applicant's annual income/salary, undertaking of financial guarantee. Please note Undertaking of Financial guarantee is not required in case of third country National.) +1 Copy 申请人公司派遣函, 第三国民也需要递交派遣函。(信函内需要具体说明其前往印度的目的, 申请人的年收入, 资金担保。第三国民不需要提供收入信息。) + 1份复印件		
8.	Business Licence of Chinese Company authenticated in English 中国公司营业执照复印件及英文翻译件		
9.	CCPIT Registration / Certificate of Incorporation of Chinese Company 中国国际贸易促进委员会认证		
10.	Itinerary (Applicant's signature required in the Itinerary) 行程安排 (需要有申请人本人签名)		
11.	Copy of the Chinese ID Card. 正反面身份证复印件		

Inquiry Officer to delete as appropriate (资料审核员根据适用情况选择)

1. The applicant has confirmed that s/he has no other documents to submit OR
申请人已经确认她/他不提交其他文件 或者
2. The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application taking more than normal processing time or being refused, but s/he has chosen to proceed with the application
申请人已经递交了上述文件，我已通知其不提交所有必要文件会导致被拒签，但其选择继续提交申请。

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)		TEL 电话	
Other Fees (其他费用)			

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

Date/日期:

Applicant's Signature (申请人签名)