

## Checklist for Employment Visa applications-Representative Office Applications

### 工作签证申请审核表 - 代表处、办事处申请

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 Passport and Application form 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? (蓝色背景照片, 不接受使用扫描或不清晰的照片)			
5.	Letter of Appointment from Indian Company and/or Copy of the contract signed between two parties? 印度公司聘书及双方所签合同的复印件?			
6.	No-Criminal Record Certificate issued by PSB/Police and duly attested by Notary? 由公安局/派出所出具的无犯罪证明公证书?			
7.	Approval letter from government of India.(original with 1 copy) 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) 正反面身份证复印件			
9.	Copy of qualifying educational certificates? (Attested by the Ministry of Education) 教育资质证明复印件? (需经教育部验证认可)			
10.	Covering Letter from Chinese company. (original with 1 copy) 出自中方公司的担保信 (一份原件, 一份复印件)			

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)			
Other Fees (其他费用)		TEL 电话	

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

-----  
Date/日期:

-----  
Applicant's Signature (申请人签名)

IO	
SO	
DO	
PRO	
SCAN	
DC	
DC IO	