

Business Visa Checklist



Applicant's Name		Passport No.	
Email ID		Mobile No.	_ _ _ - _ _ _ - _ _ _



Use black ink only whilst completing your Application Form and Checklist.
Check mark all requirements below that are complied with.
Sign at the end of each page of the Checklist.

Entry to BLS International Services Canada Inc., Indian Visa Application Centers (VAC):

1. Due to the limited size of VACs, attorneys (those accompanying applicants), relatives, drivers, or friends are not allowed in the VAC.
2. An applicant may however, bring one person to assist him/her if he or she is elderly, disabled, or a minor child.
3. Applicants should bear in mind that they may stand outside the facilities for their turn, please dress according to weather conditions on the day of your visit.

Important:

1. If you cannot visit the VAC, it is recommended that you use the postal service to submit your application.
2. Alternatively, to book a pickup and/or drop via FedEx, visit <http://www.blsindia-canada.com/vas/>
3. Foreign visitors to Canada cannot apply for Indian visa services in Canada.

<input type="checkbox"/>	<p>Online Application Form:</p> <ul style="list-style-type: none"> - A Business visa may be approved for up to 1 year and is valid from the date of issue. - Application must be completed and submitted online. - Visit: http://indianvisaonline.gov.in/visa/ and select 'Online Visa Application Registration.' - Be sure to also select the correct Indian mission based on the place where you reside in Canada, and the mission's jurisdiction. - Mission jurisdiction can be viewed at: http://www.blsindia-canada.com/businessvisa.php - After submission online, no changes can be made. In case of an error, please register afresh online. - Once done, print your form, put your application and documents together, and submit it to BLS.
<input type="checkbox"/>	<p>Photograph:</p> <ul style="list-style-type: none"> - One photo of size 51mm x 51 mm. Paste this on Page 1 of the Application Form. - Photo must be compliant with specifications; refer to: http://www.blsindia-canada.com/photo_spec.php - You can avail of this service at the VAC; go to: http://www.blsindia-canada.com/vas.php
<input type="checkbox"/>	<p>Signatures:</p> <ul style="list-style-type: none"> - After you print the form, sign at Page 1, inside the box, below your photo, and at Page 2.
<input type="checkbox"/>	<p>Documents: Provide original unless otherwise stated; attach the following valid documents in original.</p> <ul style="list-style-type: none"> ○ Provide copies for all the documents on LETTER size paper. ○ All photocopies have to be self-attested
<input type="checkbox"/>	<p>Canadian/Foreign Passport:</p> <ul style="list-style-type: none"> - Must be valid for at least 190 days. - Must have at least two blank/unstamped pages.
<input type="checkbox"/>	<p>Non-Canadian Passport:</p> <ul style="list-style-type: none"> - 'Additional Form to be Filled by Foreign/Non-Canadian Nationals' – duly completed and signed. - Download at: http://www.blsindia-canada.com/businessvisa.php - Proof of work status in Canada: PR Card or Work Permit (This should be valid for at least 6 months). - Proof of address in Canada: Driver's License, Bank Statement or Utility Bill (The latter two must be less than 6 months old).
<input type="checkbox"/>	<p>Former Indian National Applying for a Visa for the First Time (Copy). Originals to verify:</p> <ul style="list-style-type: none"> - Cancelled Indian passport. - Surrender of Indian Nationality certificate.
<input type="checkbox"/>	<p>Sri Lankan Passport/Person of Sri Lankan Origin:</p> <ul style="list-style-type: none"> - Proof of address in Canada: Driving License, Bank Statement or Utility Bill (The latter two must be less than 6 months old). - If you hold a Sri Lankan passport: <ul style="list-style-type: none"> ○ 'Additional Form to be Filled by Sri Lankan Nationals/Origin' – duly completed and signed. ○ 'Additional Form to be Filled by Foreign/Non-Canadian Nationals' – duly completed and signed. ○ Download these at: http://www.blsindia-canada.com/businessvisa.php - If you hold a Canadian/Foreign passport: <ul style="list-style-type: none"> ○ 'Additional Form to be Filled by Sri Lankan Nationals/Origin' – duly completed and signed. ○ Download at: http://www.blsindia-canada.com/businessvisa.php

Signature _____

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<input type="checkbox"/>	<p>Business Documentation: A Letter from the applicant's company/organization in Canada stating credentials of the applicant.</p> <ul style="list-style-type: none"> - Letter of Invitation from India indicating the nature of applicant's business, duration of stay, and places and companies to be visited in India. <p>Note: Letter from Canada and India should be on company letter head indicating company name, address, name of sponsor, telephone number, web address, email address and sponsor for financial expenses.</p>
<input type="checkbox"/>	<p>Business Information Sheet:</p> <ul style="list-style-type: none"> - 'Business Information Sheet' – duly completed and signed. - Download at: http
	<p>Photocopies:</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> - Provide copies for all of the above documents on A4 size paper; also see below. - Indian Passport: Pages 1 to 5, address page if separate, and observations, endorsements & Landing Stamp. - Canadian/Foreign Passport: Personal particulars. - Self-attest all photocopied pages.
<input type="checkbox"/>	<p>Proof of Address(Photocopy)</p> <ul style="list-style-type: none"> -Bank Statement/Utility Bill/Rent Agreement/Driving License
<input type="checkbox"/>	<p>Fees: Refer to fee schedule at: http://www.blsindia-canada.com/businessvisa.php</p> <p>Mail In Applications:</p> <ul style="list-style-type: none"> - Enclose a certified cheque/DD/PO in favor of 'BLS International Service Canada Inc.' to include: <ul style="list-style-type: none"> o HCI Visa Fee. o ICWF Consular Surcharge Fee. - Enclose a separate certified cheque/DD/PO in favor of 'BLS International Service Canada Inc.' to include: <ul style="list-style-type: none"> o BLS Processing Fee. o Add: Return Courier charges. <p>Walk In Applicants:</p> <ul style="list-style-type: none"> - Pay as above, at the VAC <p>In cash or by debit card only</p>
<input type="checkbox"/>	<p>Visa and Surrender can be applied simultaneously</p>
<input type="checkbox"/>	<p>Notarized Affidavit for Change in Appearance</p>

The above guidelines are defined by the High Commission of India, Canada, for consular services for India, and must be strictly followed. The High Commission of India, Canada Information and Application Centre will not accept applications which do not meet above guidelines. They also reserve the right to ask for a personal interview. BLS International Services Canada Inc. have no say on whether you will be granted a visa/passport/OCI card for India, as this is entirely the prerogative of the High Commission of India, Canada. The Mission may also request for additional documentation at any time during or after the submission of the application.

Undertaking: I certify that my documents are arranged in the order given at the Checklist above. I have been informed that any insufficiency in documentation as mentioned in the Checklist may lead to a delaying the processing/rejection of my application.

Signature _____

Checklist for Ottawa jurisdiction only.Rev. 4.0