

# 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. Foreign visitors to Canada cannot apply for Indian Business visa services in Canada.

<input type="checkbox"/>	<p><b>Online Application Form:</b></p> <ul style="list-style-type: none"> <li>- A Business visa may be approved for up to 10 years and is valid from the date of issue.</li> <li>- Application must be completed and submitted online.</li> <li>- Visit: <a href="http://www.blsindia-canada.com/businessvisa.php">http</a> and select 'Online Visa Application Registration.'</li> <li>- Be sure to also select the correct Indian mission based on the place where you reside in Canada, and the mission's jurisdiction.</li> <li>- Mission jurisdiction can be viewed at: <a href="http://www.blsindia-canada.com/businessvisa.php">http://www.blsindia-canada.com/businessvisa.php</a></li> <li>- After submission online, no changes can be made. In case of an error, please register afresh online.</li> <li>- Once done, print your form, put your application and documents together, and submit it to BLS.</li> </ul>
<input type="checkbox"/>	<p><b>Photograph:</b></p> <ul style="list-style-type: none"> <li>- One photo of size 51mm x 51 mm. Paste this on Page 1 of the Application Form.</li> <li>- Photo <b>must</b> be compliant with specifications; refer to: <a href="http://www.blsindia-canada.com/photo_spec.php">http://www.blsindia-canada.com/photo_spec.php</a></li> <li>- You can avail of this service at the VAC; go to: <a href="http://www.blsindia-canada.com/vas.php">http://www.blsindia-canada.com/vas.php</a></li> </ul>
<input type="checkbox"/>	<p><b>Signatures:</b></p> <ul style="list-style-type: none"> <li>- After you print the form, sign at Page 1, inside the box, below your photo, and at Page 2.</li> </ul> <p><b>Address proof:</b></p> <ul style="list-style-type: none"> <li>- Proof of address: driver's license/utility bill/Govt. issued id (Photocopy) Proof of Address (Photocopy of Driver's License/Utility Bill/Bank Statement) (The latter two must be less than 6 months old)</li> </ul> <p><b>References:</b></p> <p>Please ensure that references (both in India and in Canada) in Column (I) on page-2 of the visa application form are mentioned in full with name, complete address and phone number.</p>
<input type="checkbox"/>	<p><b>Canadian/Foreign Passport:</b></p> <ul style="list-style-type: none"> <li>- Must be valid for at least 190 days.</li> <li>- Must have at least two blank/unstamped pages.</li> </ul>
<input type="checkbox"/>	<p><b>Non-Canadian Passport:</b></p> <ul style="list-style-type: none"> <li>- 'Additional Form to be filled by Foreign/Non-Canadian Nationals' – duly completed and signed.</li> <li>- Download at: <a href="http://www.blsindia-canada.com/businessvisa.php">http://www.blsindia-canada.com/businessvisa.php</a></li> <li>- Proof of status in Canada: PR Card or Work Permit.</li> </ul>
<input type="checkbox"/>	<p><b>Former Indian National Applying for Visa</b></p> <ul style="list-style-type: none"> <li>- Cancelled Indian passport or Surrender/Renunciation Certificate(Photocopies)</li> <li>- Citizenship Certificate(Photocopy)</li> </ul>
<input type="checkbox"/>	<p><b>Sri Lankan Passport/Person of Sri Lankan Origin:</b></p> <ul style="list-style-type: none"> <li>- If you hold a <b>Sri Lankan passport:</b> <ul style="list-style-type: none"> <li>o 'Additional Form to be Filled by Sri Lankan Nationals/Origin' – duly completed and signed.</li> <li>o Download these at: <a href="http://www.blsindia-canada.com/businessvisa.php">http://www.blsindia-canada.com/businessvisa.php</a></li> </ul> </li> <li>- If you hold a Canadian/Foreign passport:                     <ul style="list-style-type: none"> <li>o 'Additional Form to be Filled by Sri Lankan Nationals/Origin' – duly completed and signed.</li> <li>o Download at: <a href="http://www.blsindia-canada.com/businessvisa.php">http://www.blsindia-canada.com/businessvisa.php</a></li> </ul> </li> </ul>

Signature \_\_\_\_\_

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<input type="checkbox"/>	<p><b>Business Documentation: (In Duplicate)</b>                  Letters on company's letter head indicating company's name, address, name of sponsor, telephone number, web address, email address and financial sponsorship arrangements:</p> <ul style="list-style-type: none"> <li>- Letter from the applicant's company/organization in Canada stating credentials of the applicant. In case of long term business visa i.e. 1 year and up to 10 years, the company's letter should also clearly indicate the period for which the application is recommended and the company's existing business operations in India and future plans .</li> <li>- Letter of Invitation from India indicating the nature of applicant's business, duration of stay, and places and companies to be visited in India.</li> <li>- Certificate of Incorporation for both Indian and Canadian companies(Photocopies)</li> </ul>
<input type="checkbox"/>	<p><b>Business Information Sheet: (In Duplicate)</b></p> <ul style="list-style-type: none"> <li>- 'Business Information Sheet' – duly completed and signed.</li> <li>- Download at :<a href="http://www.blsindia-canada.com/businessvisa.php">http://www.blsindia-canada.com/businessvisa.php</a></li> </ul>
	<p><b><u>Photocopies:</u></b></p>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>- Provide copies for <b>all of the above documents on A4 size paper</b>; also see below.</li> <li>- Self-attest all photocopied pages.</li> </ul>
<input type="checkbox"/>	<p><b><u>Fees:</u></b> Refer to fee schedule at: <a href="http://www.blsindia-canada.com/businessvisa.php">http://www.blsindia-canada.com/businessvisa.php</a></p> <p><b>Mail In Applications:</b></p> <ul style="list-style-type: none"> <li>- Enclose a certified cheque or demand draft in favor of 'BLS International Service Canada Inc.' to include:                         <ul style="list-style-type: none"> <li>o HCI/CGI Visa Fee.</li> <li>o ICWF Consular Surcharge Fee.</li> </ul> </li> <li>- Enclose a <b>separate</b> certified cheque, in favor of 'BLS International Service Canada Inc.' to include:                         <ul style="list-style-type: none"> <li>o BLS Processing Fee.</li> <li>o Add: Return Courier charges.</li> </ul> </li> </ul> <p><b>Walk In Applicants:</b></p> <ul style="list-style-type: none"> <li>- Pay as above, at the VAC In cash or by debit card only</li> </ul>

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/PIO card/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 delay in the processing/rejection of my application.

Signature \_\_\_\_\_