

# 5-10 YEAR BUSINESS VISA CHECKLIST

PLEASE ATTACH A COPY OF THIS CHECKLIST WITH YOUR APPLICATION AND CHECK MARK ACROSS THE DOCUMENTS THAT YOU ARE SUBMITTING WITH THIS APPLICATION, ALONG WITH YOUR SIGNATURE ON EACH PAGE.

## PLEASE NOTE

- THE CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY.
- THE DURATION OF THE VISA IS SUBJECT TO THE DISCRETION OF THE CONSULATE GENERAL OF INDIA.

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

1. Applicant must visit BLS center in person as Biometrics is mandatory for over 1 year duration Visas (*this applies to applicants less than 70 years of age*)
2. Due to the limited size of VACs, attorneys (those accompanying applicants), relatives, drivers, or friends are not allowed in the VAC.

<input type="checkbox"/>	<p><b>ONLINE APPLICATION FORM:</b></p> <ul style="list-style-type: none"> <li>- The Application must be completed and submitted online by visiting <a href="http://indianvisaonline.gov.in/visa/">http://indianvisaonline.gov.in/visa/</a> and selecting 'Regular Visa Application.'</li> <li>- Be sure to 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">http://www.blsindia-canada.com</a></li> <li>- Please note: Online applications are only accepted if filled out in the current year.</li> <li>- Please fill the online application form based as per your passport. After submission online, no changes can be made. In case of an error, please fill a new online application form. <b>Please note: BLS International employees cannot edit or make any changes to your online application form.</b></li> </ul>
<input type="checkbox"/>	<p><b>PHOTOGRAPH SPECIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>- Two Photographs of size 51mm x 51 mm. Paste one 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. Please visit: <a href="http://www.blsindia-canada.com/vas.php">http://www.blsindia-canada.com/vas.php</a></li> </ul>
<input type="checkbox"/>	<p><b>SIGNATURE INSTRUCTIONS:</b></p> <ul style="list-style-type: none"> <li>- Sign on Page 1, inside the box, below your photo and on page 2. Signature must match with your current passport.</li> </ul>
<p><b>DOCUMENTS</b></p> <p><i>Provide photocopies, unless otherwise stated, of the below documents on A4 size paper. If applying in person at a BLS Center, you are also requested to carry the originals of the photocopies provided for verification purposes only.</i></p>	
<input type="checkbox"/>	<p><b>Canadian Passport</b></p> <ul style="list-style-type: none"> <li>- Must be valid for at least <b>190 days</b>.</li> <li>- Must have at least two blank/unstamped pages.</li> </ul>
<input type="checkbox"/>	<p><b>Former Sri –Lankan Nationals holding a Canadian passport:</b></p> <ul style="list-style-type: none"> <li>- 'Sri-Lankan form' to be filled up by former Sri-Lankan nationals. <a href="http://www.blsindia-canada.com/forms/HCI-CGI_SRI%20LANKAN%20REFERENCE%20FORM.pdf">http://www.blsindia-canada.com/forms/HCI-CGI_SRI%20LANKAN%20REFERENCE%20FORM.pdf</a></li> </ul>
<input type="checkbox"/>	<p><b>Additional documents for Former Indian Nationals:</b></p> <ul style="list-style-type: none"> <li>- Surrendered Indian passport (first and last page copy)</li> <li>- Surrender of Indian Nationality certificate (if applicable)</li> <li>- Landing paper with immigration category. <b>Note:</b> In case, original landing paper is not available or lost, a duplicate true copy (for eg- 'Status of Verification' document from CIC), clearly <b>reflecting the immigration category</b> can be submitted.</li> </ul>
<input type="checkbox"/>	<p><b>Business Documentation:</b></p> <p>Please provide the following letters on Company's letter head reflecting the Company's name, address, name of the sponsor, telephone number, web address, email address and financial sponsorship arrangements</p> <ul style="list-style-type: none"> <li>- <b>Letter from the applicant's Company in Canada</b> stating credentials of the applicant and purpose of travel to India.</li> <li>- <b>Letter of Invitation from Company in India</b> indicating the applicant's purpose for business visa, applicant's current employment details, duration of stay and places,/ companies to be visited in India.</li> </ul>

Signature \_\_\_\_\_

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<input type="checkbox"/>	<p><b>'Business Information Sheet' - (2 copies)</b> Please visit <a href="http://www.blsindia-canada.com/forms/HCI-CGI_Business%20Information%20sheet.pdf">http://www.blsindia-canada.com/forms/HCI-CGI_Business%20Information%20sheet.pdf</a></p>
<input type="checkbox"/>	<p><b>Proof of address in Canada:</b> Driver's License, Ontario photo ID, Utility Bill (must be less than 6 months old).</p>
<input type="checkbox"/>	<p><b>FEES:</b> Refer to fee schedule at: <a href="http://www.blsindia-canada.com">http://www.blsindia-canada.com</a></p> <p><b>For Mail In / Postal Applications:</b></p> <ul style="list-style-type: none"> <li>- Enclose a certified cheque, in favor of 'BLS International Services 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 Services Canada Inc.' to include:             <ul style="list-style-type: none"> <li>o BLS Processing Fee.</li> </ul> </li> <li>- Add: Return Courier charges.</li> </ul> <p><b>For Walk In Applicants:</b> Payment will be accepted in cash or debit only</p>
<input type="checkbox"/>	

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\_\_\_\_\_