

BUSINESS VISA

Version: 01/11/2017

THE FOLLOWING PERSONS ARE NOT ELIGIBLE FOR BUSINESS VISAS:

- Applicants wishing to work in India and live there as an expatriate should apply for an Employment Visa

LIST OF DOCUMENTS REQUIRED FOR A BUSINESS VISA

- 1 **Original passport valid for a minimum of 6 months (or for the validity requested, if greater) and having at least 3 blank visa pages (of which 2 must be side by side)** ☐
- 2 **A photocopy of the data page of the passport** ☐
- 3 **Two photographs conforming to Indian Government norms as per specifications mentioned on our website** ☐
 - Please note photographs available in photo booths in France are not compatible with Indian norms
 - Photos should be glued to the form: the first on page 1 in the box provided and the second on the bottom right hand corner of page 2
 - Photo booths complying to the Indian norms are available in our Paris and Marseille offices
- 4 **An Indian Government visa application form duly filled in online** ☐
 - Your form should be signed in the box under the photograph on page 1. This signature will be scanned and should match the signature on your passport
 - You should validate the data on your form and accept the declaration on page 2 by signing at the bottom of page 2
- 5 **A letter from your employer addressed to the Embassy of India in Paris, specifying the exact purpose of the applicant's visit and the expected start and end dates. This letter should be on company letterhead and written in English with a stamp and signature.** ☐
- 6 **A letter from the Indian company, addressed to the Embassy of India in Paris, specifying the exact purpose of your visit and the expected start and end dates of the first mission as well as the next missions if already planned. This letter should be on company letterhead and written in English with a stamp and signature.** ☐
- 7 **A photocopy of your employer's balance sheet "bilan comptable simplifié" (2 to 5 pages)** ☐
 - In case your employer is unable to provide this document a letter from the employer stating this and the reason why will be accepted.
- 8 **Declaration form : to be filled by all applicants when submitting any application** ☐
- 9 **Additional documents mentioned below as per your case** ☐

LIST OF ADDITIONAL DOCUMENTS

If the applicant is self-employed / auto-entrepreneur in France

- Copy of registration proof of the company ☐

If the applicant owns a business in India

- Copy of "Certificate of Incorporation" of the company ☐
- Copy of Memorandum and/or shareholdings of the company ☐

If requesting 30 day exemption

- 30-day Rule Exemption Request Form for Business visa filled in English and signed ☐
- Documents justifying the need to stay longer than 30 days (specific dates and period requested must be provided to justify the need) ☐

If the applicant is holding a non-French passport or having dual nationality

- Reference Form as per your current nationality ☐
- Additional documents as per your current or previous nationality, as applicable ☐

If you are holding a Chinese passport

- Your letter of invitation must be stamped by an Indian Chamber of Commerce ☐

For foreign passport holders resident in France since more than 24 months

- Photocopies of documentary proof of resident status: 2 electricity, gas or landline telephone bills/internet (one current and one issued 24 months ago) or 3 latest income tax papers (avis d'imposition) or 3 latest house tax papers (taxe foncière) carte de séjour, valid visa. If you are unable to provide these documents or have been resident in France for less than 24 months the processing time may be longer. ☐

If the applicant is holding a French or non-French passport being of Pakistani origin

- Reference Form as per your origin ☐
- Additional documents as per your origin, as applicable ☐

If the applicant is of Indian origin (born Indian) and has held an Indian passport in the past (one of below document to be provided)

- A copy of their "Surrender Certificate" (if you do not have this you may refer to our website for details) ☐
- A copy of their cancelled Indian passport ☐
- A "Sworn Affidavit" which can be obtained at the Embassy of India ☐

If the applicant is of Indian origin (born in India) and was granted a nationality other than Indian by birth (one of the below documents must be provided)

- A copy of their first passport (provided that it was delivered in India) ☐
- A copy of their "Nationality Certificate" specifying that they have obtained their current nationality by filiation/birth. This certificate must specify an address of residency in India ☐
- A "Sworn Affidavit" which can be obtained at the Embassy of India ☐

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my visa application.

Date: _____

Signature: _____