

## **BUSINESS VISA DOCUMENT CHECKLIST**

**PLEASE NOTE THAT POSTAL APPLICATIONS NOT CONFORMING TO THE BELOW MENTIONED STANDARDS WILL BE RETURNED AT THE COST OF THE APPLICANT.**

- Y **Printed Visa Application Form:** An Indian Government visa application form completed [online \(https://indianvisaonline.gov.in/\)](https://indianvisaonline.gov.in/). Your form should be printed signed in the box under the photograph on page 1. You should validate the data on your form and accept the declaration on page 2 by signing at the bottom of the page.
- Y **Passport:** Original passport valid for a minimum of 180 days (or for the validity requested, if greater) and containing at least 2 blank visa pages
- Y **Passport Photos:** Two photographs conforming to Indian Government norms (50 mm x 50 mm). **Please note: Standard Swiss passport photos are not the prescribed format and will not be accepted.** Detailed specifications can be found under on our [Photo Specifications Page](#). One photo should be pasted to the form on page 1 in the box provided and the second attached with paper clip. A photo booth is available in our Office in Bern as well.
- **Residence Permit/Referral Form:** Non-Swiss/Liechtenstein Nationals are required to submit a photocopy of their valid Residence Permit category B, C or L (G and F category permits will not be accepted).
  - **Pakistani nationals and Swiss Nationals of Pakistani origin.** Four sets of specific application forms for Pakistani nationals and Swiss Nationals of Pakistani origin with one identical photo on each form. Additionally, four completed copies of “[Additional Information Form](https://visa.vfsglobal.com/one-pager/india/switzerland/english/pdf/AdditionalForm-ForeignNationalsofPakistanOrigin.pdf)” <https://visa.vfsglobal.com/one-pager/india/switzerland/english/pdf/AdditionalForm-ForeignNationalsofPakistanOrigin.pdf>
- Y **Travel Itinerary:** Flight Reservation, E-Ticket or travel plan. **Note:** Although a confirmed booking is not necessary, a detailed itinerary showing arrival and departure dates as well as flight details is compulsory. **Please include one copy per application.**
- Y **Invitation Letter** by the Indian Company (on company letterhead) stating the purpose of visit and the duration of the visit as well as requested duration of visa validity. Please insure this letter is in ENGLISH.
- Y **Business Introduction Letter IN ENGLISH** by the firm in Switzerland (on company letterhead) which is sending the individual to India outlining the following details:
  - Designation/Status of the applicant in the Firm.
  - Nature of business in India and expected duration of the visit as well as requested validity of visa.
  - Name and address of the receiving organization in India.
  - In case the application is visiting offices of Central and/or State governments, details of the same.
- Y **Long-Term Business Visa Requests (over 12 months)** must include copies of previous Business Visas.
- **Requisite Fee: Postal Applications:** Please review our visa fees and make your payment in favor of "VF SERVICES (UK) Limited" Weststrasse 2, 3005 Bern via E-Banking IBAN (CH31 0023 0230 5583 7301 X) or You may generate the QR code by accessing the following link <https://qrbill.ubs.com/app/CAL/>. Attach the payment confirmation with your application for your records.
- All applications submitted at our application centre must be paid for at time of submission via
- - Credit or Debit Card ( Post Card & American Express will not be accepted )
- - Cash

**For ALL POSTAL APPLICATIONS: Please include a printout of this checklist with your application. Please choose from the following return options (check one box):**

- Y **I wish to collect my passport at the application centre in Bern**
- Y **I wish to have my passport(s) returned via FedEx Express and have paid total posted fees per application for this service. Please return my passport(s) to the following address: Name/Company\_\_\_\_\_**