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.

☐ **Printed Visa Application Form:** An Indian Government visa application form completed online. 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.

☐ **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

☐ **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). Additionally, such cases are required to complete the General Referral Form.

- **Sri Lankan Nationals and Swiss Nationals of Sri Lankan origin**. Additional Referral Form for Sri Lankan Nationals and Swiss Nationals of Sri Lankan origin.
- **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"
- **Swiss Nationals of the following origins will also be required to fill out the referral form and pay the additional 25CHF referral fee:** Bangladesh, Iran, Iraq, Afghanistan, Russia and China

☐ **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.**

☐ **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.

☐ **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.

☐ **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 favour of "VF SERVICES (UK) Limited" Account Number 60-433764-4 at Swiss Post office outlets or via E-Banking (IBAN: CH89 0900 0000 6043 3764 4) Attach the original payment confirmation or printout with your application. All applications submitted at our application centre should be paid at time of submission via Cash, Credit or Debit.

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

☐ **I wish to collect my passport at the application centre in Bern**

☐ **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**_____

Address:_____

Postal Code_____**City**_____**Canton**_____