

CHECKLIST

For submission of Visa application

Note: Do not book/purchase ticket for travel to India unless the Visa has been received.

Type of Visa : **Business**

Sl. No.	Documents	To be Verified by applicant	Counter official scrutiny
(a)	Checklist		
(b)	Online Application Form		
(c)	Canadian/Foreign passport* (Original and Copy)		
(d)	Proof of Address		
(e)	Photograph		
(f)	Surrender Certificate (applicable only for Indian origin foreign nationals)		
(g)	Business invitation letter from Indian Organization/Company		
(h)	Certification of Incorporation of Indian Organization/Company with copy of PAN Card		
(i)	Business letter from Canadian Organization/Company with original signatures		
(j)	Certification of Incorporation of Canadian organization/Company		
(k)	Business Information Sheet		
(l)	Undertaking from the company about expenditure on travel of the visa applicant		
(m)	Fee		

Note:

- 1. For details about the above, please see the Information Booklet**, enclosed with this document. Please go through all the details mentioned in the Checklist, Information Booklet and application form carefully before submitting the application.
- 2. Please enclose this Checklist page with visa application putting tick mark in the relevant columns & signature.**
3. In case required, additional documents can be asked by the High Commission / Consulate.
4. While submitting the application, please keep the documents with the application form as per the above serial order. The Information Booklet is not required to be enclosed.
5. Fee once paid will not be returned in any case.

Details to be filled by the applicant

Name of the Applicant	
File No. [CAN... No.]	
BLS Center	
Date	

I have gone through the requirements and specifications mentioned in the checklist and Information booklet with respect to submission of my above application. I am aware that in case any discrepancy is found or any of the documents/conditions are not found as per prescribed parameters, my application may be rejected and fee will not be returned. I will not book/purchase ticket for travel to India unless visa has been received.

(Signature of the applicant)

---- For official use only ----

Verified by	
Signature	
Date	

Information Booklet for Visa application submission

(b) Online Application Form:

- (i) The online application for Visa must be completed and submitted online. The form can be filled up and submitted online at the below link: <https://indianvisaonline.gov.in>
- (ii) While filling up the Visa form please select the type of Visa correctly e.g., Entry Visa, Business Visa, Employment visa, etc.
- (iii) A step-wise process for filling up online Visa application can be seen at the below link:

https://www.hciottawa.gov.in/pdf/Step_wise_process_for_visa_application.pdf
- (iv) Must select the correct Indian High Commission / Consulate, based on the place where you reside in Canada and the Consular jurisdiction of the Indian High Commission / Consulate. The consular jurisdiction can be viewed at: <https://www.blsindia-canada.com/usefullinks.php>
- (v) All the personal particulars / data entries of the Visa application should match with the current Passport. In the online visa application column about 'Place of Issue' of Passport, please mention the place / Issuing Authority from where your Passport has been issued, as printed on your Passport.
- (vi) After online submission of the application form, no changes can be made manually / handwritten. In case of any error / changes, please fill a fresh new online application form and use that for further submission to BLS.**
- (vii) The application form is to be signed by the visa applicant. The signature should match with the signature in the passport and other documents. In the case of a minor, both the parents are required to sign the visa application. If parents are separated, please enclose a copy of the court order having a mention about the custody of the child.

Please note:

- (a) BLS International Employees cannot edit or make any changes to your online application form.
- (b) High Commission of India, Ottawa; Consulate General of India, Toronto / Vancouver reserves the right to call for additional documents, as considered necessary.

(c) Canadian/Foreign passport (Original and copy) (duly self-attested)

Please enclose copy of photo page of your Canadian/Foreign Passport having photograph and details of your passport. Original Passport is required to be enclosed with the application, it will be sent back, once the visa has been issued. Please ensure that the passport is valid for a minimum 6 months or more at the time of obtaining visa as well as travel.

In case of **Foreign passport** i.e., other than Canadian, please provide the following two additional documents:

- (i) Status in Canada (PR / Work Permit / Study Permit / Visa)
- (ii) Additional form as per link below

<https://blsindia-canada.com/forms/non-canadian-form.pdf>

(d) Proof of address in Canada

Please enclose any one of the following documents as proof of your present address:

- (i) Driving License
- (ii) Photo ID issued by the Ontario Government
- (iii) Utility Bills (like; electricity/water/hydro/phone/internet etc)-must be of recent month.

For Visa application of Minor children - Proof of address of the parent is to be submitted.

Note: Address proof must match with the address provided in the application form.

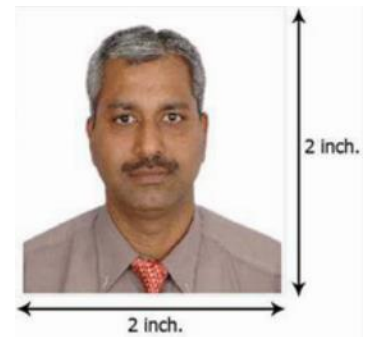
(e) Photograph

One-color photo as per the below specification is required to be uploaded online with the visa application. The photograph uploaded online must be the same as the one pasted on the physical copy of the visa application:

- (i) Size – 2 inch x 2 inch(51 mm x 51 mm)
- (ii) Background –Background should be plain white color without borders
- (iii) Clothes – Dark colour
- (iv) Eyes – Open

Please see the below link for the correctness of the Photograph. Cross-check each and every example to confirm if it is matching with the required parameter of the Photograph.

https://www.hciottawa.gov.in/pdf/Photo_Specification.pdf



(f) Surrender Certificate (copy)

All the applicants who earlier held Indian Passport are required to surrender their Indian Passport after obtaining foreign / Canadian citizenship. Person of Indian origin must enclose a copy of Surrender Certificate of old Indian passport.

The Surrender Certificate is required only in respect of the Indian origin visa applicants, who obtained foreign/Canadian citizenship after June, 2010. Those India origin applicants who obtained foreign / Canadian citizenship prior to June, 2010 may enclose copy of cancelled old Indian Passport with his/her Visa application.

(g) Business invitation letter from Indian Organization / Company

Please attach letter from the Business organization / company who has invited the visa applicant for visiting India. Letter of Invitation from Indian organization should indicate the nature of applicant's business, duration of stay, and places and companies to be visited in India.

(h) Certification of Incorporation of Indian Organization/Company with copy of PAN Card

Please enclose a copy of the registration of the company / organization (employer) with the Government of India e.g. Letter of Incorporation, registration certificate. Also, enclose PAN card copy of the organization / company.

(i) Business letter from Canadian Organization / Company with original signatures

Please attach a letter from your present employer / organization in Canada stating the credentials of the visa applicant mentioning the reason for visiting India having brief details of Business meetings, workshops, surveys, etc. Letter from Canada and India should be on company letterhead indicating company name, address, name of the sponsor, telephone number, web address, email address and sponsor for financial expenses.

(j) Certification of Incorporation of Canadian organization/Company

Please enclose a copy of the registration of the company / organization (employer) with the Government of Canada e.g. Letter of Incorporation, registration certificate.

(k) Business Information Sheet

Please enclose the details about Business in Canada in the prescribed format. The format can be downloaded from the link below:

<https://blsindia-canada.com/forms/HCI-CGI-Business-Information-sheet.pdf>

(l) Undertaking about expenditure on travel of the visa applicant

(i) For company/organization sponsoring the visit – The company / organization is required to submit an undertaking about bearing the expenditure of the visa applicant on his/her visit to India. If the certification is already included in the business letter, no separate undertaking is required.

(ii) For individuals - In case any individual is applying business visa for his own visit (on a freelance basis or otherwise), he / she need to provide copies of bank statements with the visa application, as a proof of adequate financial standing for the expenditure on a visit to India.

(m) Fee

The fee details for Visa application can be checked from BLS office. Alternatively it can be accessed from below link:

<https://www.blsindia-canada.com/ottawa-jurisdiction/business-visa.php>

The fee can be paid by:

- (i) Cash / debit card / certified cheque / DD / PO - for walk in applications
- (ii) Certified cheque/DD/PO in favor of 'BLS International Services Canada Inc.' for – postal applications
