

INDIAN VISA APPLICATION CENTER, BEIJING
Checklist for Business Visa (Short duration) Applications
 商务签证(短期) 申请审核表

Name: _____ (姓名) Passport Number: _____ (护照号)	Purpose of Visit: _____ (访问目的) Group No. if relevant: _____ (团号, 如有)		
	Yes/No 有/没 有	If not, the reasons for the same 如没有, 注明原因	For official use Documents Present
Completed and signed application form (Signature on application form and passport Should be the same) 填写完整并在申请表上签名 (护照与申请表需签名一致)			
One copy of the passport (the personal data page and signature page) and one copy of residence permit or work permit in case of non-Chinese nationals. 一份护照复印件 (信息页和签名页) 和居留许可 或工作许可 (外籍申请人) 复印件			
Correct fee 费用正确			
Recent 5cm x 5cms, full face front view, colour photograph with white background (Scanned Photo will not be accepted.) 近期 5CM*5CM 白色背景的正面照片, (不接受扫描或不清晰的照片)			
Original Dispatch Letter from the Company of Applicant (including following details: purpose of visit to India, applicant's annual income/salary, undertaking of financial guarantee) 申请人公司派遣函原件 (需要具体说明其前往 印度的目的, 申请人的年收入, 资金担保)			
Detailed Itinerary (Applicant's signature required in the Itinerary) 行程安排 (需要有申请人本人签名)			
Copy of the Chinese ID Card. (both sides) (Not required for non-Chinese nationals) 身份证正反面复印件(非中国籍申请人不需要)			