

Checklist for

Business Visa

Note : Take a printout of this checklist form and tick the documents enclosed in your application, put your name, signature and date at the bottom

1. Printed copy of the duly filled online application form at the Indian Government's Visa Portal. (Applicant should sign the application on first page below the photo and on the last page at designated place).
2. Original Passport more than six months validity as on date of expected date of journey and 2 blank pages along with a photocopy of the personal information page(s).
3. 01 recent photograph (51mm x 51mm). Application with wrong photo specifications may lead to rejection the applicaiton.
4. Self-attested photocopy of Proof of Current address in Germany (City Registration/ Meldebesatigung / Anmeldung / personalauweis) of the applicant.
5. Additional Form & Documents for Passport holders other than German nationals including proof of valid German Residence Permit / Visa:
6. Invitation Letter from an Indian company on its letterhead specifying the visit details and passport information of the applicant (stamped and signed).
7. Certificate of Incorporation of the Indian company.
8. Business Card of the applicant.
9. Letter from the applicant's company in Germany on company's letterhead with detailing purpose, duration, financial obligations, expertise, and employment duration (stamped and signed).
10. Duly filled and signed APPENDIX-V by the Indian Company.
11. Format of undertaking:
 - We take full responsibility for the activities and conduct of Mr/Mrs/Ms _____ national of _____ during his/her stay in India. If anything adverse comes to notice during this period, we undertake to repatriate him/her at our cost. Date/Seal _____ Signature of competent authority.
12. Additional documents (as applicable):
 - In case of self-employed: Company's registration proof is required.

- In case Indian business owner: Memorandum/shareholding proof in a company is required.
- In case Chinese passport holder: Invitation letter should be stamped by the Indian Chamber of Commerce. Some additional forms are also required to be filled. Chinese passport holders are also advised to apply in advance as the visa takes time.

13. Additional documents for Dependents:

- In case of children: Copy of Birth Certificate of the applicant, passport copies of the parents, Consent letter signed by both parents or custody document of local court if applicable.
- In case of spouse: Copy of the Marriage Certificate and spouse passport copy.

14. Proof of payment of the applicable fee (if made through bank transfer).

15. Enclose Applicant Consent Form.

Name :

Signature :

Date :