

## **Checklist for Employment Visa**

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**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 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 with 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. Additional Documents as given below;
7. **All cases of employment (except intra company transferees and employment in NGOs); For those coming to execute projects in Power & Steel sectors;** 
  - Proof of educational qualifications.
  - Original copy of Employment Contract between Indian Employer and applicant. Contract is to be signed by both parties on each page. Salary/ remuneration paid in India and in Indian Currency only (more than INR.16.25 lacs per annum)
  - Letter from his previous German company if applicable.
  - There shall be a separate letter by the Indian employer, listing all payments made to the employee outside India by parent/ subsidiary/sister entity or otherwise, including social security, pension and any other contributions in Germany or elsewhere to the nearest approximate value in original currency as well as Indian Rupees. The employer shall state in this letter that all such income shall be disclosed in the income tax return in India for the employee.
  - Duly filled and signed APPENDIX-V by the Indian Employer.
  - An undertaking from the Indian Employer that the requisite expertise are not available in India.
  - Certificate of Incorporation of the Indian company/employer.

**8. For intra company transferees;**

- Proof of educational qualifications.
- a photocopy of the Employment Contract with German employer (signed on each page).
- Invitation letter from an Indian company contains the annual remunerations and perquisite to be paid to the applicant, detailing payments outside India, including social security and pension, and confirming income disclosure in Indian tax returns.
- Duly filled and signed APPENDIX-V by the Indian Employer.
- An undertaking from the Indian Employer that the requisite expertise are not available in India.
- Certificate of Incorporation of the Indian company/employer.

**9. For intra company transferees;**

- Proof of educational qualifications.
- a photocopy of the Employment Contract with German employer (signed on each page).
- Invitation letter from an Indian company contains the annual remunerations and perquisite to be paid to the applicant, detailing payments outside India, including social security and pension, and confirming income disclosure in Indian tax returns.
- Duly filled and signed APPENDIX-V by the Indian Employer.
- An undertaking from the Indian Employer that the requisite expertise are not available in India.
- Certificate of Incorporation of the Indian company/employer.

**10. Additional documents For Dependents:**

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

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

12. Print and enclose the Applicant Consent Form.

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**Name :**

**Signature :**

**Date :**