

## CHECKLIST

### For submission of Business Visa application

(Checklist for different types of visas is mentioned separately on pages below. The applicant is required to enclose the **applicable Checklist page** with visa application, as per Type of Visa being applied.)

Sl. No.	Documents	To be Verified by applicant	Verification by Counter official
(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		

#### Additional documents for Minor children Visa application (as dependent of principal visa applicant)

Sl. No.	Documents	To be Verified by applicant	Verification by Counter official
(i)	Minor Consent form		
(ii)	Birth Certificate		
(iii)	Passport copies of both the parents		
(iv)	For child having single parent-enclose copy of Divorce court order (having sole custody of the child with the parent applying for visa) / Death Certificate / Adoption document.		

**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 application.
2. **Please enclose the applicable Checklist page with visa application, as per Type of Visa being applied.**
3. In case required, more documents can be asked by the High Commission.
4. While submitting 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. The fee amount, mode of payment of fee can be checked from BLS website. Fee once paid will not be returned in any case.

#### Details to be filled by the applicant

Name of the Applicant	
CANVV No.	
BLS Center where application is submitted	
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.

(Signature of the applicant)

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

Verified at BLS by		Verified at Consulate by	
Signature		Signature	
Date		Date	

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## Information Booklet for Visa application submission

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### (b) Online Application Form:

- (i) The online application for Visa must be completed and submitted online. The form can be filled up and submitting 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](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 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.
- (vi) The application form is to be signed by the visa applicant. The signature should match with the signature in passport and other documents. In case of minor, both the parents are required to sign the visa application. If parents are separated, please enclose a copy of court order having a mention about the custody of the child.
- (vii) After online submission of application form, no changes can be made manually / hand written. In case of any error / changes, please fill a fresh new online application form and use that for further submission to BLS.**

### Please note:

- i. BLS International Employees cannot edit or make any changes to your online application form.
- ii. Consulate General of India, Vancouver reserves the Right to Call for Additional Documents, as considered necessary.

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

Please enclose photo page of your Canadian/Foreign Passport having photographs and details of your passport. Original Passport is required to be enclosed with the application, it will be sent back with visa, once visa is issued. Please ensure the passport is valid for minimum 6 months or more.

# 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 document as proof of your present address:

- (i) Driving License
- (ii) Photo ID issued by the Provincial 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.

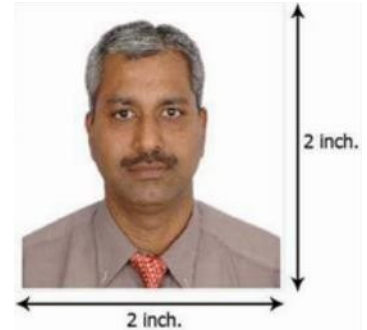
### **(e) Photograph**

One color photo as per below specification is required to be uploaded online with the visa application. Photograph uploaded online must be the same as the one pasted on the physical copy of 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](https://www.hciottawa.gov.in/pdf/Photo_Specification.pdf)



### **(f) Surrender / Renunciation Certificate (copy)**

All the applicants who earlier held Indian Passport are required to surrender the Indian Passport after obtaining foreign / Canadian citizenship. Person of Indian origin must enclose the copy of Surrender / Renunciation 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. Such applicants who obtained foreign / Canadian citizenship prior to June, 2010 may please enclose copy of old Indian Passport or other documents to establish the Indian origin.

Please note that **Entry Visa** is only issued to foreign nationals having Indian origin. The surrender / renunciation certificate is required to prove this.

In case the visa applicant has not surrendered the Indian passport and having the original passport, he/she may submit the application for Surrender / Renunciation Certificate and enclose copy of the payment receipt of submission of the surrender certificate application with the visa application.

In case visa applicant is unable to do either of the above, he/she is required to submit proof of Indian Origin (viz., Indian Birth Certificate, Ration Card copy, Educational Documents of India, etc) with the visa application and submit it for pre-approval at BLS center, without paying for visa fees at this stage. After examining the request once the documents are found satisfactorily the application will be approved for submission with fees.

### **(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 copy of the registration of the company / organization (employer) with 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 credentials of the visa applicant mentioning reason for visiting India having brief details of Business meetings, workshop, survey, etc. Letter from Canada and India should be on company letter head indicating company name, address, name of sponsor, telephone number, web address, email address and sponsor for financial expenses.

**(j) Certification of Incorporation of Canadian organization/Company**

Please enclose copy of the registration of the company / organization (employer) with 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://www.blsindia-canada.com/vancouver-jurisdiction/pdf/CGI-Business-Information-sheet.docx>

**(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 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 visit to India.

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