

POSTAL ADDRESS & CONTACT DETAILS:

VISASMART TS LTD
FALCON HOUSE, 19 DEER PARK ROAD
WIMBLEDON, LONDON
SW19 3UX
PHONE: 02045139940
EMAIL: admin@visasmart.co.uk



INDIA BUSINESS VISA APPLICATION PACK

Please supply this form, fully completed (typed or by hand), with all documents in the checklist below. Failure to provide any of the documents will result in a delay to your application. All forms must be printed and signed.

If you are sending multiple applications at the same time and the return address is the same for all applicants, you only need to provide one request form per party.

1. CHECKLIST OF DOCUMENTS YOU MUST SEND

COPY OF PASSPORT ID PAGE- Original must have a minimum of 6 months validity & 2 blank pages.

APPLICATION QUESTIONNAIRE - attached. Please note that the embassy application must be completed online - we provide a manual questionnaire & we will transfer your information to the embassy online system for you.

COPY OF LETTER FROM UK EMPLOYER - Must be addressed to the Indian High Commission, India House, Aldwych, London, WC2B 4NA. The original letter must be submitted at your appointment -copies will not be accepted.

COPY OF LETTER OF INVITATION FROM COMPANY IN INDIA - Must be addressed to the Indian High Commission, India House, Aldwych, London, WC2B 4NA

2. SERVICE OPTIONS

INDIA APPLICATION & BOOKING SERVICE £40.00

3. RETURN OPTIONS

EMAIL

4. CONTACT DETAILS & RETURN ADDRESS

APPLICANT NAME

NAME OF CONTACT - for your security, we will only correspond with the named party on this form regarding the application

CONTACT PHONE & EMAIL

5. DECLARATION

I CONFIRM ACCEPTANCE OF THE TERMS & CONDITIONS AS WELL AS THE PRIVACY POLICY FOR VISASMART TRAVEL SOLUTIONS LTD. I ACKNOWLEDGE THAT NO GUARANTEE CAN BE PROVIDED AND THAT THE DECISION RESTS WITH THE GOVERNING BODY BEING APPLIED.

SIGNATURE

DATE

INFORMATION FOR THE INDIA VISA SERVICE

NOTE: APPLICATIONS MUST BE MADE IN PERSON. OUR SERVICE IS FOR CREATING YOUR APPLICATION AND BOOKING AND BOOKING AN APPOINTMENT ONLY.

Processing time in the embassy is usually 3 business days from the date of your appointment but can take longer. Please note that this embassy operates an appointment system. Your application can only be submitted on the date of the appointment and this is when the processing time begins. Appointment times cannot be guaranteed -- we always book the appointment date chosen on your order but if this is unavailable, we will contact you for an alternative date. We advise that you do not confirm any flight booking until your visa has been issued.

Once the embassy has begun the process, the passport will be unavailable until the process is complete.

First time visitors are not eligible to apply for visas of over 1 year. In order to apply for the 2 or 5 year visa, you must have a previous visa and apply in person for biometric enrollment.

Applicants are only permitted to hold one valid Indian visa at any time. If you are holding a valid visa in a valid or expired passport, or have a valid electronic visa, you must present this for cancellation upon applying for a new visa.

A visa approval for passport holders of Afghanistan, Bangladesh, China, Iraq, Iran, Nigeria, Somalia or Sri Lanka will be sought from Indian Immigration before a visa is issued. The process for this can take up to & over 12 weeks.

Former Indian nationals must provide their passport surrender certificate.

FOR NON BRITISH PASSPORT HOLDERS – At your appointment, you must supply one recent & one 2 year old utility bill (gas, water, electric or council tax). Both bills should be for the same utility. If you do not pay utility bills, you will need to supply your tenancy agreement that confirms your UK residence for the past two years and that you do not pay utilities.

For non EU passport holders, you must also supply your UK residency card in addition to the above.

For those who have not resided in the UK for at least 2 years, your visa will be referred & the process can take up to 13 weeks. You will need an additional form to complete – please let us know if this is required.

When the application and appointment has been created, we will email you the official application to print & sign. Full instruction on what to do & take to your appointment will be provided with the application.

When your documents have been received, we will check that they are correct before contacting you (via the email address provided) to confirm receipt and provide your invoice. If you prefer to send your cheque or postal order with your documents, you can, however we request that no payment is made before we can check that everything is in order.

Payments can be made by PayPal, Bank Transfer, cheque or postal order. Please note that we do not begin to process your request until your payment has been made. All fees are per person.

When you receive the email to confirm when your documents have been received, it will contain your unique reference number. For all queries during your process, you must quote this reference number or we will not be able to provide information. This is to protect your security. We will only email with additional instruction or to confirm the return details. You must check your visa on receipt & advise immediately if there are any queries.

You will only receive email updates if there are any delays.

For our terms and conditions, please see our website, www.visasmart.co.uk. By using our services, you are agreeing to those terms.

Return methods carry their own terms and conditions. It is your own responsibility to view them on the respective service sites.

INDIA APPLICATION QUESTIONNAIRE

APPLICANT NAME;

YOUR DATE OF ENTRY INTO INDIA;

YOUR PORT OF ARRIVAL INTO INDIA;

RELIGION;

EDUCATION (HIGHER SECONDARY/GRADUATE);

PREVIOUS NATIONALITY IF APPLICABLE;
IF APPLICABLE, IS YOUR CURRENT NATIONALITY BY BIRTH RIGHT OR NATURALISATION?
IF YOU HOLD DUAL NATIONALITY, PLEASE SUPPLY A COPY OF THAT PASSPORT.

YOUR RESIDENTIAL ADDRESS;

YOUR PHONE NUMBER;

FATHERS NAME;

FATHERS NATIONALITY;

FATHERS TOWN AND COUNTRY OF BIRTH;

MOTHERS NAME;

MOTHERS NATIONALITY;

MOTHERS TOWN AND COUNTRY OF BIRTH;

MARITAL STATUS;

IF MARRIED; SPOUSES NAME;

SPOUSE NATIONALITY;

SPOUSE TOWN AND COUNTRY OF BIRTH;

HAVE EITHER YOUR PARENTS OR GRADPARENTS HELD A PAKISTANI PASSPORT?.

YOUR OCCUPATION;

IF EMPLOYED; COMPANY NAME & ADDRESS;

YOUR JOB TITLE;

ARE/WERE YOU IN ANY MILITARY/POLICE OR SECURITY ORGANISATION?

IF YES, NAME OF ORGANISATION;

YOUR RANK IN ORGANISATION;

YOUR COUNTRY OF POSTING:

HAVE YOU BEEN TO INDIA BEFORE?

IF YES, PREVIOUS PORT OF ARRIVAL;

PREVIOUS VISA NUMBER;

DATE OF ISSUE OF LAST VISA;

WHAT WAS THE PURPOSE OF YOUR TRAVEL?

LIST OF COUNTRIES VISITED FOR LAST 10 YEARS;

NAME OF HOTEL OR HOST IN INDIA;

ADDRESS OF HOTEL OR HOST IN INDIA;

PHONE NUMBER OF HOTEL OR HOST IN INDIA;

NAME OF YOUR EMERGENCY CONTACT IN THE UK;

ADDRESS OF YOUR EMERGENCY CONTACT IN THE UK;

PHONE NUMBER OF YOUR EMERGENCY CONTACT IN THE UK;

DO YOU HAVE ANY CRIMINAL CONVICTIONS OR BEEN INVOLVED IN ANY TERRORIST ACTIVITY?

IF YES, PLEASE SUPPLY YOUR CONVICTION NOTICE WITH YOUR VISA DOCUMENTS

I CONFIRM THAT THE ABOVE IS TRUE & CORRECT TO THE BEST OF MY KNOWLEDGE.

DIGITAL OR PHYSICAL SIGNATURE

PREFERRED DATE & TIME FOR APPOINTMENT

APPLICATION CENTRE TO ATTEND:

BIRMINGHAM

EDINBURGH

LONDON