

# Business Visa as an Owner Checklist

**\*\* Applicants are requested to submit and upload ALL the documents even if it is optional choices \*\***

## Section A: Standard Documents

- ❑ Verification of your job position as a director/CEO/chairman [ ! ] **Interview is required**
  - (a) Firm articles of incorporation (MOA)  
The applicant's name **MUST** be presented as a director/CEO/chairman of the company on the last page.  
If not, please submit with "Form 32/ DIR-12".
  - (b) A copy of the PAN card (both of the company and the applicant's own PAN card are required)
  - (c) Lease agreements copy – valid lease contract
  - (d) Tax statement last two years (both of the company and the applicant) – TDS/ ITR
  - (e) Turnover certificate – Recent two years statement issued by CA, India. The title must be "Turnover certificate"
  - (f) Company's bank statement (Bank of India) of last six months
  - (g) Company profile (Made by the company itself)
  - (h) The shareholder's list of the company - Recent two years statement issued by CA, India
  - (i) A copy of the previous visa / RP (if you ever obtained residential permit)
- ❑ Bank guarantee or statement (Minimum USD 10,000)-The issue date must be within 1 week at the time of submission.
- ❑ Indian company's Invitation Letter (Inviting an applicant)
  - Including below
    - Issuing company's letter head (company name, address, contacts, etc.,)
    - Issued date (Issued within 2 weeks of submitting the application date)
    - Applicant's full name (same as on passport)
    - Passport number, issued/expired date
    - Visiting purpose and duration
    - Indian company's name and address
    - Company nameplate and issuer's signature
- ❑ **If you have valid India visa**
  - Your valid India visa (copy)

\*All documents must be categorized and labeled on the side.

### \* Please Note

- New visa regulations (since *Jan 2022*)

All applicants should upload all the necessary documents (PDF) on the India-government Website

(<https://indianvisaonline.gov.in>)

\* This Checklist is not exhaustive and does not guarantee a visa. The India visa application center or its Consulates reserve the right to ask for additional documents if required. Furthermore, you should upload and submit all the necessary documents.

Please understanding The India visa application center could not provide accurate guidelines for any type of visa.

## Section B: Important Reminders

Please note **the validity of the visa begins from the date of issue** (NOT from the date of arrival in India)

Visa fees and other service fees cannot be refunded once your application is submitted.