

**STEP 1 – India Business Visa Pack**

**Checklist for Requirements**

Please send the following to [GulfVisa's address](#):

- Passport**
  - must be valid for at least 8 months with at least two blank pages facing each other.
  
- Two 5cm x 5cm photos**
  - must be recently taken + have a white background.
  
- Fill the [Indian Visa Application Form online](#)**
  - go to **page 2** for a link and helpful guide.
  
- Print and sign the Letter of Authorisation.**
  - a template of this is available on **page 3**.
  
- Print and sign the Declaration form.**
  - this is on **page 4**.
  
- An invitation letter from the Indian company**
  - go to **page 5** for a template.
  
- An original introduction/supporting letter from your UK Company.**
  - go to **page 6** for a template.
  
- Non-British passport holders need to provide two of the same type bills.**
  - the two bills should be the most recent one & one that is two years old) for one of the following utilities: Gas OR Electricity OR Water OR Poll Tax.

**Once completed, please follow [STEPS 2 and 3 on the GulfVisa website page](#).**

**Address:** GulfVisa Ltd, 17 Hanover Square, Mayfair, W1S 1HU, UK

This is an example of the Indian Visa Application Form that you need to print and send to us.

You can fill this form out online [here](#).

Click [here](#) for a helpful step-by-step guide.



**HIGH COMMISSION OF INDIA**  
INDIA HOUSE, ALDWYCH  
LONDON WC2B 4NA  
<https://www.hcilondon.in/>

Paste your  
recent color p  
Size: 2"

**Visa Application Form**

Signature

**A. Personal Particulars (As in Passport)**

Surname (As in Passport)	
Given Name (As in Passport)	
Previous/other Name if any	
Sex	Marital Status
Date of birth	Religion
Place of Birth Town/City	Country of Birth
Citizenship /National ID No	Educational Qualification
Visible identification marks	
Current Nationality	Nationality by Birth/ Naturalization
Any Other Previous/Past Nationality	

**B. Passport Details**

Passport No.	Date of issue ( dd/mm/yyyy )
Place of issue	Date of expiry (dd/mm/yyyy)
<b>Any other Passport/Identity Certificate held (if yes ,please fill in the following)</b>	
Country of issue	Place of issue
Passport/IC No	Date of issue(dd/mm/yyyy)
Nationality/status	

**C. Applicant's Contact Details**

Present address	Phone No
	Mobile /Cell No
	Email address
Permanent Address	

**D. Family Details**

Relation	Name	Nationality	Prev. Nationality	Place/Cou
Father's				
Mother's				
Spouse				

Were your Grandfather/Grandmother(Paternal/Maternal) Pakistan Nationals Or belong to Pakistan held an

**E. Details of Visa Sought**

(Visa shall be valid from the Date of Issue and not from the Date of Journey)

Type Of Visa Required	No of Entries
Period of Visa ( Month)	Expected Date of Journey
Port Of Arrival	Port of Exit

Required Detail of			
Company Name			
Address			
Phone			
Email			
Purpose of Visit :			
<b>F. Previous Visit Details</b>			
Have You Ever visited India ?			
Address where You stayed in India			
Cities in India Visited			
Type of Visa	Visa Number		
Visa Issued Place	Date of Issue		
Countries visited in last 10 years			
Have you been refused an Indian Visa or extension of the same previously or deported from India ?			
If <b>yes</b> above mention when and by whom with control No/Date			
<b>G. Profession/Occupation Details</b>			
Present Occupation	Designation/Rank		
Employer name/business			
Employer Address			
Phone Number			
Past occupation if any			
Are/have you worked with Armed forces/ Police/ Para Military forces ?			
Organization	Designation		
Place of Posting	Rank		
<b>H. Address of Place of Stay / Hotel</b>			
Place/Hotel Name	Address of Place / Hotel	State	Phone No.
<b>I. Details of Two Reference</b>			
Name			
Address			
Phone Number			

**J. DECLARATION:**

- I do not hold any other passport(s) other than those detailed above.
- I have read and understood all the conditions for the visit to India and I am willing and able to abide fully by them.
- I declare that the information given in the form is complete and correct and the visit to India will be undertaken for the purpose indicated in the application.
- I understand that in case the information provided in the form is found to be incorrect, I will be liable for denial of visit/ entry or deportation and/ or other penalties during the visit as provided by Indian law.

Date .....

Applicant's signature (as in Passport)

- The following is a template for **letter of authorisation** (requirement 4)

### Letter of Authorisation

Date: \_\_\_\_\_

Dear Sir/Madam,

This letter is to confirm that I,

\_\_\_\_\_ (Full name of  
applicant);

date of birth: \_\_\_/\_\_\_/\_\_\_;

passport number \_\_\_\_\_;

give permission to the GulfVisa Ltd agency to submit and collect my  
processed passport for Indian Visa from **India Visa Application  
Centres** operated by VFS.

Yours faithfully,

\_\_\_\_\_ (Applicant's Signature)

\_\_\_\_\_ (Applicant's Name)

## DECLARATION

I .....hereby undertake that I shall utilise my visit only for the purpose of which, Visa has been applied, and shall not on arrival in India try to extend my stay for any other purpose. I also declare that I am present in the UK on the date of making this application and that all the information given by me here is true, accurate and complete,

I understand that my visa application is being handled through VF Services (UK) Limited (VFS), service providers in the United Kingdom appointed by High Commission of India, London. I am aware that the grant or refusal of visa is at the sole discretion of the High Commission of India and VFS is not responsible for the same or for any delay in the receipt of the visa. The processing of your application including processing time is subject to the procedures and timescales of the Indian High Commission over which VFS has no control I hereby agree to the VF Services (UK) Terms and Conditions including Disclaimer and VFS Data Protection Policy current at the date of my application (downloadable from <http://in.vfsglobal.co.uk>). I accept that application fees are not refundable, except as covered by VFS's refund policy, and are payable even if a visa is not granted. I accept that VFS limits its liability for replacement of lost passports or other travel documents, to refund of my application fee, and reimbursement of government fees in accordance with the VFS refund policy. I am responsible for the accuracy of my application form, and I accept that if VFS checks my application form, it does not guarantee that it will find any errors, and does not verify information I have provided. I accept that VFS excludes all other liability in relation to my application and advice or information given to me, including for breach of contract or negligence.

I acknowledge and agree that my application and associated data will be processed in a accordance with the VFS Data Protection Policy (downloadable from <http://in.vfsglobal.co.uk>), and that my data may be processed by an affiliated company which may be a part of the VFS group of companies or a sub-contractor for VFS, and that such processing may take place in India but subject to the same standards as apply in the United Kingdom.

**Important Note:** Suppression of facts or furnishing misleading/false information will result in denial of visa without assigning any reason. Visa fee once tendered is non-refundable and subject to change without notice. After receipt of visa ensure name, spellings, passport number, type and validity visa is given correctly. Visa is valid from date of issue. It is advisable to make travel arrangements after obtaining appropriate visa.

PLACE & DATE \_\_\_\_\_ Signature of the Applicant \_\_\_\_\_

- The following is a template for **Indian Company invitation letter** (requirement 6)

## <Indian Company Letterhead>

The High Commission of India  
India House  
Aldwych  
London  
WC2B 4NA

**((DATE))**

Dear Sir/Madam,

This letter is to confirm that our company is inviting **((Name of applicant as in his/her passport))** to visit us in India for a **<Multiple Or Single>** entry of duration **<Six Months OR One Year>** to discuss business.

**((His/Her))** passport details are as follows:

**Name:** ((Name Of Traveller Exactly As In Passport))

**Number:** ((Passport Number))

**Date of Birth:** ((Date Of Birth))

**Date of Issue:** ((Date Of Issue))

**Date of Expiry:** ((Date Of Expiry))

Please do not hesitate to contact us if you need more information

Best regards,

(Signature)

((Name And Job Title –managerial job title))

- The following is a template for **UK Company supporting letter** (requirement 7)

## <UK Company Letterhead>

The High Commission of India  
India House  
Aldwych  
London  
WC2B 4NA

**((DATE))**

Dear Sir/Madam,

This letter is to confirm that our company will sponsor **((Name of applicant))** for a **<Multiple Or Single>** entry **<Six Months OR One Year>** business visa.

**((His/Her))** passport details are as follows:

**Name:** ((Name Of Traveller Exactly As In Passport))

**Number:** ((Passport Number))

**Date of Birth:** ((Date Of Birth))

**Date of Issue:** ((Date Of Issue))

**Date of Expiry:** ((Date Of Expiry))

**((Name of applicant))** has been employed as a **((Job Title))** since **((Date))**.

**((Name of applicant))** is planning to visit **((Name of Indian Company))** for business discussions starting on **((Date))** and returning to work on the **((Date))**. **((If applying for a One Year Visa explain why six months is not long enough))**.

I thank you for your assistance in this matter.

Best regards,

(Signature)

**((Name And Job Title –managerial job title))**