

CHECKLIST FOR BUSINESS VISAS

Please Note:

- Application for Business Visa should be made at least three weeks before the planned date of travel.
- **Registration Requirement:** Business Visa holders must register with the concerned FRRO/FRO (Foreigners Regional Registration Office/Foreigners Registration Office) if their aggregate/continuous stay in India exceeds 180 days in a calendar year.
- Business Visa holders may also be liable to pay taxes in India. It is the visa holder's responsibility to ensure tax compliance, failing which appropriate action may be taken by Indian Government authorities.
- Fees once paid will NOT be refunded.
- Consulate reserves the right to deny visa to the applicant without assigning any reason.

LIST OF DOCUMENTS REQUIRED FOR A BUSINESS VISA:

1. Original foreign passport valid for a minimum of 6 months and having at least 3 blank visa pages.
2. A photocopy of the data page of the passport.
3. Two recent colour photographs (dimensions: 5X5 cm), with white background.
4. An Indian visa application form filled online: The application form for Regular/Paper visa can be found on the official website www.indianvisaonline.gov.in. Your signature on the form should match the signature on your passport.
5. Copy of return ticket(s) in the name of the applicant.
6. Bank statement of last three months to prove availability of funds to undertake a visit to India and meet local expenses.
7. A letter from the Indian company/organisation specifying the exact purpose of the visit and the expected start and end dates of the visit as well as the next visits if already planned. This letter should be on company letterhead and written in English with a stamp and signature.

8. In case of sub-type B-5 for attending international conferences/seminars/workshops/Symposia or similar events held in India

The visa is strictly for the purpose of participating in non-commercial, academic, or official discussions and not for paid assignments or professional engagements.

Documents required/Guidelines for B-5 Visa Applicants:

- i. **Invitation Letter:** Applicants must submit a formal invitation letter from the host organization/institution in India, clearly stating the event name and nature (conference/seminar/workshop); Dates and venue; Purpose of the visit; Duration of stay;
- ii. Proof of registration or delegate status (if applicable);
- iii. Clearance from Ministry of External Affairs (MEA)/Ministry of Home Affairs (MHA) (as applicable) .

No Employment or Commercial Activity: Conference Visa holders cannot undertake employment, research, or commercial activities while in India.

- 9.** For foreign academicians/experts intending to go to India under GIAN (Global Initiative for Academic Networks): (i) Invitation of the host institute to the foreign faculty; (ii) Copy of the sanction order under GIAN issued by the National Coordinating Institute i.e. IIT Kharagpur; (iii) Copy of the synopsis of the courses to be taken up by the faculty.

10. Additional documents mentioned below as per individual case:

- If the applicant is self-employed/auto-entrepreneur in France: Copy of registration proof of the company
- If the applicant owns a business in India: Copy of “Certificate of Incorporation” of the company, Copy of Memorandum and/or shareholdings of the company
- If applicant holds a Chinese passport: Letter of invitation must be stamped by an Indian Chamber of Commerce

- 11.** Proof of accommodation: Proof of reservation of accommodation or an invitation letter (specifying that accommodation will be provided) from a friend/relative in India along with copy of their valid ID proof.

- 12.** The above listed documents and rules are only indicative. Consulate may contact the applicants for any additional documents that may be required to process the application. Please use a valid and working email ID and telephone number.

- 13.** Visa services depend on several factors including residency of the applicant. The Consulate General of India in Reunion Island reserves the right to take the final decision on any application which will be binding on the applicant.