

BUSINESS VISA

Version: 25/04/2010

Generally, the Embassy of India issues a visa valid for 1 year, multiple entries. However, in certain cases the validity granted by the Embassy of India could be more restrictive. A 5-year validity is also possible, but remains exceptional for businessmen or companies able to justify a particularly important professional activity in India. Business visas cannot be exchanged or extended in India and allow stays of up to 30 days per visit. Exemption from this 30-day rule can be granted on a case-by-case basis.

LIST OF PROFESSIONAL ACTIVITIES REQUIRING A BUSINESS VISA

- 1 Searching for customers, selling products
- 2 Searching for suppliers, buying products, giving specifications, checking orders, quality control, audits
- 3 Visiting an exhibition or trade fair, exhibiting products in a trade fair
- 4 Managing human resources, recruiting manpower
- 5 Attending business meetings or technical meetings
- 6 Carrying out plant or machinery repairs which are under warranty or subject to a maintenance contract
- 7 Installing or commissioning equipment or machinery supplied under contract
- 8 Providing a technical support or a transfer of know-how which is charged to the Indian company
- 9 Giving a training or carrying out a coaching activity
- 10 Attending a board meeting, exploring business venture opportunities, setting up a company
- 11 Business partners or directors managing an Indian company set up in their name
- 12 Participating in a one off event as an artist
- 13 Attending an in-house internship in the Indian branch of your French employer
- 14 Students sponsored by AIESEC going for an internship in a company
- 15 Taking part in an official business tour relative to projects of national importance

LIST OF DOCUMENTS REQUIRED FOR A BUSINESS VISA

- 1 Original passport valid for a minimum of 1 year and having at least 3 blank visa pages
- 2 A photocopy of the data page of the passport
- 3 Three photographs conforming to prescribed specifications
- 4 Two visa application forms duly filled in online, signed and dated by the applicant
- 5 Two original letters from your employer in France specifying the exact purpose of your visit and its duration. These should be on company letterhead and written in English.
- 6 Two original invitation letters from the Indian company specifying the exact purpose of your visit and its duration. These should be on company letterhead and written in English.
- 7 A photocopy of the French company's balance sheet « bilan comptable simplifié » (2 to 5 pages)
- 8 If requesting an exemption from the 30-day stay restriction: "30-day Rule Exemption Request" Form for Business Visa filled in English and signed
- 9 For foreign passport holders: it is mandatory to have been permanently resident in France for a minimum of 2 years. Documents justifying the same must be in the applicant's name: a valid resident card mentioning a date of arrival in France more than 2 years ago or 2 electricity, gas or landline telephone bills (one current and one previously issued 2 years ago) or 2 bank statements (one current and one previously issued 2 years ago) or 2 income tax papers (avis d'imposition) or 2 house tax papers (taxe foncière). No other document will be accepted. Applications may be considered for those who have been resident for less than 2 years on an exceptional basis. Processing times would then be doubled.
- 10 For foreign passport holders: Reference Form as per your current or previous nationality
- 11 For foreign passport holders: additional documents as per your current or previous nationality, as applicable
- 12 For 5-year validity requests (French passport holders only): the French company must provide a motivation letter; the Indian company must supply a recommendation letter in support of the applicant. These should be on company letterhead and written in English.
- 13 If you are sending your visa application by post: checklist for postal applications
- 14 The service fees, additional consular charges and the visa fees

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my visa application.

Date: _____ Signature: _____

CENTRE DE DEMANDE DE VISA POUR L'INDE

VF Services (UK) Limited, 42-44 rue de Paradis, 75010 Paris