

Business Visa Checklist

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

Section A: Standard Documents

□ Verification of your Business Trip

- (1) Indian company's **Registration certificate**
- (2) Indian company's Invitation Letter (Inviting an applicant)
Including below
 - Issuing company's letter head (company name, address, contacts/ email must be addressed)
 - 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 (***Important** mentioned your detailed visiting plan)
 - Indian company's name and address
 - Company nameplate and issuer's signature

(3) **Travel Order (Original)** (issued by Korean company)

- Including below
- Issuing company's letterhead (company name, address, contacts/ email must be addressed)
 - Issued date (Issued within 2 weeks of submitting the application date)
 - Applicant's full name (same as on passport)
 - Passport number and issued/expired date
 - Visiting purpose and duration (***Important** mentioned your detailed visiting plan)
 - Ex. 2023. 1. 20 ~ 2023. 2.1 / 2023. 3. 10 ~ 2023. 3. 24
 - Indian company's name and address
 - Company nameplate, Incorporate stamp seal, Issuer's signature

□ **If you are a Positions of Director or C level or above the position (CEO, COO, etc.)**

- Minimum USD10,000 of Bank guarantee or statement (in English, issued within 1 week of your submitting)

□ **If you have valid India visa**

- Your valid India visa (copy)

Note: In the case of Business Visa, you should upload all necessary documents such as Invitation, Travel order, Indian company's registration certificate, copy of passport and ID card. (Staying period in the letter should not exceed more than 180 days per entry)

* 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.