

**Documents to be attached while submitting Visa applications**

**Documents required for Business Visa**

1. Business License of the applicant's company and its authenticated English translation or CCPIT Registration Certificate of Incorporation
2. In case of State Owned Enterprise (SOE), a letter of request from FAOs/ SASAC/ MFA or any other duly authorised Chinese organisation
3. Certificate of Incorporation/ PAN of the Indian Company/ Proof of registration of Firm in the State Industries Department of the Export Promotion Council
4. Resume of the applicant
5. Certificate of Educational Qualification
6. Certificate of Professional Expertise, if applicable
7. Detailed itinerary of the Visit
8. DGFT License (IEC) of the Indian company, wherever applicable
9. Proforma 1 [Filled by the applicant]
10. Proforma 2 [Filled by the Current Company]
11. Proforma 3 [Filled by the inviting company]
12. Declaration and document proof by the visa applicant stating an annual income >2,50,000 RMB

### **Proforma 1: Details of the Visa Applicant**

**(To be filled by Chinese nationals applying for Business or Employment visa)**

#### **Instructions:**

- The Proforma needs to be submitted with the visa application.
- All Fields are mandatory and to be filled in English.
- Please mention "N/A", wherever the information sought is not applicable to the applicant.
- Applicant may be called for an interview at the Embassy or through virtual mode, if required.

PART A: General Information		
1.	Visa Application Number:	
2.	Name of the Applicant:	
3.	Details of Applicant:	
	Passport No.:	Place of Issue:
1.	Date of Issue:	Date of Expiry:
2.	Mobile Phone:	E-Mail Address:
4.	Name of the Current Employer:	
5.	Applicant's current Designation /role / position with the Current Employer:	
6.	Educational Qualification and details of institutions of education  (Please specify if the education course was completed through correspondence / distance learning or regular course)	
7.	Specific details of Skills/ Experience in the field of operation	
8.	Length of Applicant's job experience in the field	
9. Please provide a brief note on the purpose of your visit to India.		
10. Has the applicant been to India before? If yes, please share the details with category(ies) of visa(s) applied for and purpose of the visit(s)?		

**PART B: To be filed by Employment Visa Applicant only (Not applicable for Business Visa applicant)**

11.	Remuneration (including Salary, Allowances and Perquisites / Perks) offered as per the Contract  (In INR only)	
12.	Name of the company in India where applicant will be working	
(a)	Address and contact details of the company	
(b)	Position / Designation / Role that applicant will be holding with the company in India	
(c)	Duration of employment in India	
13.	Whether the job offered will involve:	

13.1 Installation and commissioning		13.2 Quality check and Essential maintenance		13.3 Production, IT& ERP Ramp-up		13.4 Training	
13.5 Supply Chain Development for empanelling vendors		13.6 Plant Design & Bring up		13.7. Senior Manager & Executive		13.8 Others	

If others, please specify:

14.	Has the applicant worked in other countries before	Yes / No
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In case of Yes, please share:

(a)	Name of Company	
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(b)	Contact Details and address of the Company	
(c)	Details of project handled	
(d)	Period of stay	

15. I, hereby, undertake that the information provided above is true to the best of my knowledge and accept full responsibility for the information provided above.

Applicant Signature: .....  
 Name: .....  
 Mobile: .....  
 Email: .....  
 Date: .....

## **Proforma 2: Details of the Applicant's Current Employer**

### **Instructions:**

- To be filled by the authorised person of the current employer
- All Fields are mandatory and to be filled in English.
- Representative of the company may be called for an interview at the Embassy or through virtual mode, if required.
- The Proforma needs to be submitted with the visa application.
- The office seal/ stamp for authentication may be affixed only in the space provided.

1.	Name of the Company:	
2.	Year of establishment of the Company:	
3.	Address and contact details of the Company:	
4.	Nature of Ownership:	Private / State Owned Enterprise/ Joint Venture
(a)	If SOE, Name of the Government / Ministry it is working under:	
(b)	If JV, please give the breakup of ownership	
(c)	Shareholding pattern of the company  (Indicate the list of shareholders holding 5% or more shares in the Company)	
5.	Whether the company is:	Listed/ Non-listed
(a)	(If Listed, Name of the stock exchange where company is listed)	
6.	Sector(s) in which the Company is operating	
7. Please share a brief note about the Company.		

**8. Additional information by the Company**

(a)	If the company is a manufacturing company, please provide a brief note/ list of components/ Equipment/ Machinery manufactured by the company and its branches/ manufacturing plants	
(b)	If the Company is marketing/ trading company, please provide a brief note on the product(s) handled by the Company and its distributing network	
(c)	If the Company is in service sector, please provide a brief note on service(s) provided by the company	
(d)	If the company is R&D company, please provide a brief note on the research and development conducted by the company	
(e)	If the company is a Human Resource company, please share brief note on the sectors handled by the Company	
9.	Total turnover of the company in past three years	Year 2022:

		Year 2021:
		Year 2020:
10.	Major clients/ customers in China	
11.	Company's Market Share in China	
12.	Primary competitors in China	
13.	Details of Company's Operations in South Asia. <i>[The details should include Year of establishment, Scale of operations, Turnover, Number of Local and foreign employees, Address, contact details]</i>	
14.	Details of Company's presence in India through subsidiary companies/ Joint Ventures etc <i>(In case of multiple entities, please provide the information specified in 15(a) to 15(k) for all the entities separately by adding additional pages as annexures)</i>	
(a)	Nature of investment	Subsidiary/ Joint Venture/ others In case of others, please specify
(b)	Breakup of shareholding pattern (Shareholders holding more than 5% in the company)	
(c)	Value of total investment in India	
(d)	Details of the Directors of the Company	

(e)	Details of all offices in India including (Manufacturing, sales, trading, representative offices etc.) along with the year of establishments	
(f)	Number of employees employed by the company.  <i>Separate breakups for Indian/ Chinese/ Foreign Employees to be provided</i>	
(g)	Total turnover of such subsidiary/ JV etc in past three years	Year 2022:
		Year 2021:
		Year 2020:
(h)	In case of manufacturing unit, percentage of localization in India	
(i)	In case of manufacturing unit, percentage of imports from China  <i>If applicable, please provide specific details regarding components/ machinery/ equipment/ raw material imported from China</i>	
(k)	Primary competitors in Indian market	
15.	Are there any plans of expanding investments in India? If yes, please provide brief note on the same.	



16.	Does the company have agent/ partners/ distributors in India? If yes, please provide the name, address and contact details of all such entities.

17. On the behalf of the company, I, hereby, undertake that the information provided above is true to the best of my knowledge and accept full responsibility for the information provided above.

(Signature of the Authorized Person)

Name of the Signatory **(Mandatory)**.....  
 Designation of the Signatory.....  
 Mobile No.....  
 Telephone Number (Landline).....  
 Email Address.....

Official Seal:

**Proforma 3: Details of the Company/ Organization with whom the Applicant will be working in India**

**Instructions:**

- To be filled by the authorised person of the prospective employer
- All Fields are mandatory and to be filled in English.
- Please mention "N/A", wherever the information sought is not applicable to the applicant.
- Representative of the company may be called for an interview at the Embassy or through virtual mode, if required.
- The Proforma needs to be submitted with the visa application.
- The office seal/ stamp for authentication may be affixed only in the space provided.

Part A: Company's information		
1.	Name of the Company:	
2.	Year of establishment of the Company:	
3.	Address and contact details of the Company:	
4.	Nature of Ownership:	(a) Indian-Owned (b) Joint Venture with Foreign Company (c) Wholly Owned Foreign Enterprise (d) Indian Public Sector Enterprise (e) Others
5.	Details of Shareholders of the company  (Shareholders holding more than 5% in the Company)	
6.	Details of Directors of the Company	
7.	Sector(s) in which the Company is operating	
8.	Please provide a brief note on the company. (Minimum 100 words)	

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9.	Details about company's operations in India  Details must include:  (a) Year of establishment; (b) Value of investments; (c) Projects undertaken ( <i>Location wise</i> )
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10. Financial and trade details in respect of the company:						
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Year	Total Turnover	Total taxes paid	Total Imports	Total Exports	Total Indian employees	Total Foreign Employees
2022						
2021						
2020						

11.	Details of Chinese employees previously invited by the company   <i>(Details must include year-wise and project-wise details)</i>	
12.	Does company have any Joint Venture / partnership/ business dealing with the Chinese company?	Yes/ No
(a)	If yes, please specify the nature of dealings, shareholding ratio and the Name of Chinese companies	

13.	Details and Value of components/ machinery/ equipment imported from China  (Year-wise and project-wise details should be provided)	
14.	Whether the running list of Chinese / Foreign Employees as on date, as per the format given in Proforma 6 is enclosed?	Yes/No
15.	Please share the plans of future expansion in India, if any	

**Part B: To be filled with Employment Visa application(s) only (In addition to Part A)**

16.	Level of Skill required for the job	Unskilled / Semi-skilled / Skilled / Highly Skilled
(a)	Indicate minimum educational qualification required for the job	
(b)	Indicate minimum experience required for the job	
17.	Whether qualified Indian are available for the job / position / role offered to the applicant	Yes/No
18.	Has the company advertised the post (for which the applicant has applied for the job) in Indian media for hiring for this position?  If Yes, please provide details. If not, reasons, thereof.	
19.	If people with similar qualification available in India, please provide justification below why the applicant's appointment is required.	

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20. On the behalf of the company, I, hereby, undertake that the information provided above is true to the best of my knowledge and I accept full responsibility for the information provided above. I guarantee that the foreign personnel(s) involved in the execution of the project will abide by the Indian laws, rules and regulations at all time during their stay in India. The Company shall be responsible to ensure departure of the applicant from India upon expiry of visa.

(Signature of the Authorized Person)

Name of the Signatory **(Mandatory)**.....  
Designation of the Signatory.....  
Mobile No.....  
Telephone Number (Landline).....  
Email Address.....

Official Seal:

