

INDIAN TOURIST AND BUSINESS VISA

THANK YOU FOR CHOOSING VISA FIRST TO PROCESS YOUR VISA APPLICATION. THIS IS YOUR VISA FIRST APPLICATION PACK WHICH CONTAINS:



INFORMATION ON THE
DOCUMENTS YOU WILL
NEED TO PROVIDE IN
ORDER TO OBTAIN A VISA



ORDER FORM





VISA APPLICATION
FORM

Please make sure to read all information provided carefully. Once you have gathered all required documents please print off, fill out and sign the application form provided. Please then send the completed form and the required documents to our address, which is outlined below. We strongly recommend that you use **registered post**, as you will be sending your passport. If you have any further questions please do not hesitate to contact us.

You can contact us by:

 info@visafirst.com

 +44(0) 207 659 9180 from the UK

 +353(0) 1 878 3329 from Ireland

INDIAN TOURIST AND BUSINESS VISA

Visa First organises thousands of Indian business and tourist visas each year for our customers. Depending on the nature of your stay, you will need to apply for an Indian business or tourist visa before you travel.

WHAT DO I NEED TO APPLY FOR MY INDIAN VISA?

TOURIST VISA:

- Original passport valid for at least six months with at least 2 blank pages;
- One recent colour passport-sized photographs taken against white background and printed on standard photographic paper;
- Visa Processing Fee;
- Application Form;

IMPORTANT: Once you have completed your application form please send it via email to india@visafirst.com. We will then email you with a typed version of your application. All you need to do is print out the form from your email, sign it and then post it back to us along with the rest of the required documents listed above.

NB: Non-Irish passport holders are additionally required to provide proof of residential address in Ireland (utility bill, bank statement, etc. stating applicants full name and address in Ireland).

BUSINESS VISA:

ALL DOCUMENTS REQUIRED FOR THE INDIAN TOURIST VISA PLUS THE FOLLOWING:

Original letter from current employer, must include the following:

- Company introduction: stating the nature of the business;
- Introduction of the applicant: your job title and details of your designation;
- Applicants passport details (passport number, date of issue and expiry);
- Nature of visit to India: purpose of visit, companies meeting, itinerary of the visit;
- Duration of visit (arrival and departure dates);
- Number of visit requested, future trips planned;
- Financial responsibility for expenses;

Letter of Invitation on headed paper from the inviting company in India stating the following:

- Addressed to the Embassy of India in Dublin;
- Company introduction: stating the nature of the business;
- Applicants passport details (passport number, date of issue and expiry);
- The purpose of the visit, the duration of stay and number of visits that is required;

NB: Additional documents may be required before a final decision on the application is made.

INDIAN TOURIST AND BUSINESS VISA



Where should I send my documents?

VISA FIRST, 14 St. Stephen's Green, Dublin 2, Ireland.

How long does the visa take to be organised?

The standard processing time is 10 working days from when we receive your passport and application. The express service takes 5 working days*.

**NB: Please note that there is no express visa option for non Irish Passport holders.*

How much time can I spend in India?

Tourist visas are automatically granted for six months and are multiple entry. However, please note that the validity of the visa is effective from the date of issue.

Where can I direct my questions?

You can contact any of the Visa First officials at +353 1878 3329.

Please scroll down to the next page for information on the application fees.

INDIAN TOURIST AND BUSINESS VISA

ORDER FORM

First name:	Surname:
Date of Birth: DAY / MONTH / YEAR	Estimated date of departure: DAY / MONTH / YEAR
Home phone:	Mobile:
E-mail:	
Address (to return passport to):	

FOR TOURIST VISA:

How did you book your flight? (name of the website, travel agency)
What is the name of hotel you are staying in?
How did you book the hotel? (name of travel agency)
Main city of stay? (where you will spend most of your time)

FOR BUSINESS VISA:

How did you book your flight? (name of the website, travel agency)
What is the name of hotel you are staying in?
How did you book the hotel? (name of travel agency)
Main city of stay? (where you will spend most of your time)
Name of the company you are working for?
What is your occupation?
Name of HR Manager in your company:
Name and telephone number of staff member in your company that organises travel for staff:
Accounts Contact:
Where possible please provide the name of the person in your accounts team that manages payments:

INDIAN TOURIST AND BUSINESS VISA



POSTAGE DETAILS	
How would you like your passport and visa returned to you?	
Note: If you do not select an option below, we will hold your passport in our offices for self pick-up unless you advise in writing of an alternative preferred option.	
Registered post delivery*, including handling fee (delivered within 48 hours): € 10	
Swiftpost* (10 working days): € 12	Self-pick up
Courier in Ireland (3 working days): € 35	Courier in Europe EU (1-3 working days): € 50
Personal courier (fill in full address):	
<p>*The above services are available only within the Republic of Ireland. For delivery options outside of the Republic of Ireland, please contact Visa First Help Desk on 01 878 3329.</p>	

VISA OPTIONS	
Tourist Visa Options:	Business Visa Options:
6-Month Standard Service: (10 working days): € 195	12-Month Standard Service (10 working days): € 295
6-Month Express Service: (3 working days): € 285	12-Month Express Service (3 working days): € 395

Note: If you would like to obtain a 12 month multiple entry business visa, you have to submit the documents in person at the Indian Embassy as finger prints are required. Please also note that this does not guarantee that you will be issued a 12-month visa.

We can assist you with the application typing and documents checking, and the fee for this service is €80. If for some reason you cannot or do not want to apply in person, you will be granted a 6 month visa.

* Additional fee of €15 will apply if we need to retype your application form due to incorrect details.

Please also note that the embassy fee is set by the embassy and Visa First has no control over the fees which the embassy sets. The prices outlined here consist of Visa First's handling fee which also includes the embassy fee. Please also note that additional fees may apply depending on how you would like to receive your passport, exchange rates and possible changes in embassy fees etc. In the event that an additional fee is required in your case, we will contact you directly to notify you of this and to organise any additional payments which may be required.

For Clients in Ireland: If your passport is misplaced by the embassy or courier, we will replace your passport with the passport office. There is an additional fee of €20 for passport cover which is recommended to all clients. Tick this box only if you wish to avail of passport cover.

INDIAN TOURIST AND BUSINESS VISA



PAYMENT DETAILS

Method of Payment:	Credit Card	Postal Order	Bank Draft
Type of Credit Card:	<div style="border: 1px solid black; padding: 2px;"> ↓ </div> Visa	Master	Laser Maestro/Solo
Name of Card Holder:			
Card Number:	— — —		
Card Expiry Date:	MONTH YEAR	SECURITY CODE	
Registered Card Address:			
Mailing Address: /If different/			

*If you are paying by credit card simply fill out your credit card details and return this application to us.
All postal order and bank draft payments should be returned with this application to one of the following addresses:*

VISA FIRST
14 St. Stephen's Green
Dublin 2
Ireland

Fax: +353 1 878 3329

VISA FIRST
3rd Floor
9 White Lion Street
London N1 9PD
United Kingdom

Fax : +44 20 7659 9180

NB: Please make postal order and bank draft payments payable to TaxBack - Visa First Division.
For all payments made by a credit or debit card there is a 3% transaction fee.

Signature of Card Holder:

Date:

Cancellation fees apply.

TERMS AND CONDITIONS

Visa First reserves the right to return any passport without the requested visa if the passport and/or the documents provided do not comply with the requirements or if there is insufficient time to process the visa. Please note that, other documents may be requested at the discretion of the embassy. The provided processing time is given as a general guidelines - actual waiting times may vary. The visa fee is non-refundable even in the event that your application is delayed or rejected.

Passports are required for the entire processing time. In the event of loss or damage to any passport or documents received, Visa First liability will be limited to the actual value of the passport/document. Visa First accepts no liability for consequential loss.

You must travel with the same passport you hold at time of completing this application. If you obtain a new passport after your visa has been issued, please contact Visa First Help Desk for advice. In this case Reallocation fees may apply.

Visa First advises against purchasing restricted or inflexible tickets prior to visa issuance. Processing times shown on this application are standard processing times. While Visa First makes every effort to ensure that visas are processed according to advertised timelines, Visa First does not accept any claims for delays caused by postal strikes or delayed post handling by postal companies or embassies which are outside of our control.

Please confirm that by engaging the services of Visa First, you agree to our terms and conditions listed above, which you can view at <http://www.visafirst.com/terms.asp>.

Signature of applicant:

Application Form

A. Personal Particulars : (As in passport)				
Surname (As in Passport)				
Given Name (As in Passport)				
Previous/other Name (if any)				
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status		
Date of birth		Religion		
Place of Birth Town/City		Country of birth		
Citizenship / National ID No.		Educational Qualification		
Visible indetification marks				
Current Nationality		Nationality of 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)		
Any other Passport/Identity Certificate held : <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, please fill in the following):				
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/Country of Birth
Father's				
Mother's				
Spouse				
Were your Grand father/Grandmother(Parental/Maternal) Pakistan Nationals Or belong to Pakistan held area : <input type="checkbox"/> Yes <input type="checkbox"/> No				
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	<input type="checkbox"/> Tourist Visa	No. of Entries	<input type="checkbox"/> Single	<input type="checkbox"/> Double
	<input type="checkbox"/> Business Visa		<input type="checkbox"/> Multi *	
Period of Visa (Month)	<input type="checkbox"/> 3 - Months <input type="checkbox"/> 6 - Months <input type="checkbox"/> 12 - Months	Expected Date of Journey		
Port of Arrival		Port of Exit		
If Business Visa: (please provide details of company in India):				
Company name:				
Address				
Phone				
Email				
If Tourist Visa:				
Places to be visited:				
Purpose Of Visit	<input type="checkbox"/> Tourist	<input type="checkbox"/> Business		

* Note - multi entry visas are granted at the discretion of the embassy

F. Previous Visit Details :			
Have you ever visited India ? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, please fill in the following):			
Address where You stayed in India			
Cities in India Visited			
Type of Visa	<input type="checkbox"/> Tourist Visa <input type="checkbox"/> Business Visa	Visa Number	
Visa Issued Places		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 yes above mention when and by whom with control No/Date			
Have you visited any of the following countries during last 3years: Afghanistan, Bhutan, Pakistan, Maldives, Bangladesh, Sri Lanka, Nepal?			
Name of Country:	Year:	Number of Visits:	

G. Professional/Occupation Details :			
Present Occupation		Designation/Rank	
Employer name/business			
Employer Address			
Phone Number			
Past Occupation (if any)			
Have you worked with Armed forces/Police/Para Military forces ? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, please fill in the following):			
Organization		Designation	
Place of posting		Rank	

H. Address of Place of Stay / Hotel :	
Place/Hotel Name	
Address of Place /Hotel	
State	
Phone Number	

I. Details of Two Reference :		
	In INDIA	In IRELAND
Name		
Address		
Phone Number		

J. Declaration :	
<p>a.) I do not hold any other passport(s) other than those detailed above.</p> <p>b.) I have read and understood all the conditions for the visit to india and i am willing and able to abide fully by them.</p> <p>c.) 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.</p> <p>d.) 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.</p>	
Date : Applicant's signature (as in Passport)

Additional Form to be filled by Business Visa Applicants

NAME: _____

COMPANY NAME: _____

POSITION: _____

COMPANY ADDRESS: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

SIZE(Employees): Under20 20-100 100-500 500-2500 2500 +

INDUSTRY:

- | | | |
|--|---|---|
| <input type="checkbox"/> Agriculture & Allied Products | <input type="checkbox"/> Automobile | <input type="checkbox"/> Carpets |
| <input type="checkbox"/> Chemicals & Related | <input type="checkbox"/> Electronics | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Gemstones & Jewellery | <input type="checkbox"/> Handicrafts & Giftware | <input type="checkbox"/> Herbal / Natural |
| <input type="checkbox"/> Leather | <input type="checkbox"/> Marine Products | <input type="checkbox"/> Ores & Minerals |
| <input type="checkbox"/> Petroleum Products | <input type="checkbox"/> Pharmaceuticals / Drugs | <input type="checkbox"/> Software |
| <input type="checkbox"/> Services / Business Processes | <input type="checkbox"/> Sports Goods | <input type="checkbox"/> Steel |
| <input type="checkbox"/> Stone (Rough & Processed) | <input type="checkbox"/> Textile / Garments / Furnishings | |
| <input type="checkbox"/> Others (Please specify) | _____ | |

PRODUCT OF INTEREST: _____

**INDIAN COMPANIES
YOU ARE MEETING:
(Name & Address)** _____

Date: ____ / ____ / ____

Signature