

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

WHAT DO I NEED TO APPLY FOR MY INDIAN VISA?

TOURIST VISA:

One completed application form (see below).

Original passport valid for at least six months with two blank pages.

One recent colour passport sized photograph taken against a white background on standard photographic paper.

Proof of residency in Ireland (utility bill or bank statement) with name and address of the applicant clearly printed on the document. The applicant must provide two proofs of residence: utility bill/bank statement that is two years old and recent utility bill/bank statement (issued within 3 months prior to application). They are also required to provide a copy of their GNIB card if they are non European passport holders.

Visa processing fee.

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:

Letter of employment. The letter must be an original, a copy will be rejected. The letter must contain a company stamp and must be signed by a superior or by the HR department. It must also include the following:

- Introduction of the company: stating the nature of the business.
- Introduction of the applicant: job title of applicant and details of specific role within company.
- Applicant's passport details: passport number, date of issue and expiry.
- Nature of visit to India: purpose of visit, companies to meet and an itinerary of the visit.
- Duration of visit: arrival and departure dates.
- Number of visits requested: future trips that may be planned.
- Financial responsibility: stating that the company will cover all expenses.

NB: If an applicant is employed by a company that doesn't have an office in Ireland, the documents cannot be submitted to the Indian Embassy in Dublin, but in the country of the employers location.

Letter of invitation. The letter should be on headed paper from an inviting company in India and should state the following:

- Addressed to the Embassy of India in Dublin.
- Introduction of the company: stating the nature of the business.
- Applicant's passport details: passport number, date of issue and expiry.
- The purpose of the visit: the duration of stay and the number of visits that are required.

Please note that it is at the discretion of the embassy to request any additional documents. The outlined processing time is given as a guideline and processing times may vary.

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

NB: Please note that if you are of Sri Lankan, Pakistan or Bangladesh origin different application conditions may apply to you. The embassy may request additional documents to support your application. Please contact the Visa First help desk if this applies to you.

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.

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

How much time can I spend in India?

Tourist and business visas are automatically granted for six months and are multiple entry. It is also possible to apply for a twelve month business visa however, applicants may have to apply directly at the embassy. Please also note that the validity of all Indian visas are effective from the date of issue.

Where can I direct my questions?

You can contact any of the Visa First officials on 01 878 3329.

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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:

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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* (next day delivery): € 12	Self-pick up
Courier in Ireland (Overnight): € 35	Courier in Europe EU (1-3 working days): € 50
Personal courier (fill in full address):	
*The above services are available only within the Republic of Ireland. For delivery options outside of the Republic of Ireland, please contact the Visa First help desk on 01 878 3329.	

VISA OPTIONS	
Tourist Visa:	Business Visa:
6-Month, Standard Service (10 working days): € 240	6-Month, Standard Service (10 working days): € 270
There are specific prices for business visas for the following nationalities: MOZAMBIQUE, SRI LANKA, ECUADOR, NEW ZEALAND, RUSSIA, FRANCE, AUSTRALIA, CZECH REPUBLIC, IRAN, PHILIPPINES, POLAND, UKRAINE, SAUDI ARABIA, THAILAND, UAE. Please contact VISA FIRST for more information.	

Note: If you would like to obtain a 12-month multiple entry business visa, you may be called to attend the Indian Embassy in person as finger printing may be required. Please also note that 12-month visas are issued at the discretion of the embassy.

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

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.

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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:	<div style="border: 1px solid black; padding: 2px;"> — — — — — </div>		
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

G. Have you lived for at least two years in the country where you are applying for visa?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
H. 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			
I. Address of Place of Stay / Hotel :					
Place/Hotel Name					
Address of Place /Hotel					
State					
Phone Number					
J. Details of Two Reference :					
In INDIA			In IRELAND		
Name					
Address					
Phone Number					
K. 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