

# INDIA

## 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](mailto: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.
- Visa processing fee.

**IMPORTANT:** Once you have completed your application form please send it via email to [india@visafirst.com](mailto: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.

#### 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 during applicant's visit.

**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 employer's 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.

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

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?**

Please e-mail your documents to [india@visafirst.com](mailto:india@visafirst.com) with the completed application form. Please be advised that Visa First will contact you regarding posting your documents to our office - 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.

### **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 +353 1878 3329.

# INDIA

## 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):	
How did you book your flight? (name of the website, travel agency)	
How did you hear about our services?	

\* Please be advised that all necessary correspondence for this visa application process will be directed to the email address and/or the postal address you provided on this application form. Please bear this in mind when providing your contact details, as necessary email/postal correspondence may include a client's personal information.

### 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.

- |   |   |
|---|---|
| <input type="checkbox"/> Registered post delivery*, including handling fee (delivered within 48 hours): €12 |   |
| <input type="checkbox"/> Swiftpost* (next day delivery): €15  | <input type="checkbox"/> Self-pick up                                   |
| <input type="checkbox"/> Courier in Ireland (Overnight): €40  | <input type="checkbox"/> Personal courier (fill in full address below): |
| <input type="checkbox"/> Courier in Europe EU (1-3 working days): €60                                       |   |

\* 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): € 215	6-Month Standard Service (10 working days): € 310
6-Month Express Service: (3* working days): € 285	6-Month Express Service (3* working days): € 405

\* This is the processing time of the embassy. Please allow for an additional two days for postage.

**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.

# INDIA

## TOURIST AND BUSINESS VISA



**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.

*Please note, the embassy fee is set by the embassy and Visa First does not control this. Usually, the embassy fee varies according to the given embassy, the applicant's nationality, the type and the duration of the visa. The prices stated here consist of the Visa First handling fee and the embassy fee. They are for one person, inclusive of VAT and are an estimate only. Please note that, additional fees may apply. These fees are dependent on the way in which you would like to receive your passport, exchange rate changes and changes in the embassy fees etc. In the event that an additional fee applies to you, we will contact you to organise the payment in the most convenient way possible for you.*

### PAYMENT OPTIONS:

Online payment: a link will be sent to your email so you can securely pay online.

Bank draft or postal order, payable to Taxback - Visa First Division.

Bank transfer

Account name:	Taxback
Bank:	AIB Bank
Bank Address:	IDA Business & Technology Park, Ring Road, Kilkenny
Bank code:	93-34-22
Account number:	75025074
IBAN:	IE78AIBK93342275025074
Swift:	AIBKIE2D

**NB:** Please make postal order, bank draft and bank transfer payments payable to Taxback - Visa First Division.

### 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 the 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.

It is the client's own responsibility to ensure that they familiarize themselves with their visa validity dates and ensures all details on the visa are correct. The client must enter the country to activate the visa before the visa expiration date. The client's visa is liable to be canceled once the visa expiration passes if the client has not entered before this date. The client bears all responsibility and liability in such situations.

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

Signature of applicant:

### POWER OF ATTORNEY

I, \_\_\_\_\_ (name), authorize \_\_\_\_\_ (name),  
who is my \_\_\_\_\_ (describe the type of the relationship, i.e. partner/spouse, employer/colleague, relative, etc.)  
to act on my behalf in relation to the organization of my visa, including sending and collecting my documents.

Signature of applicant:

# APPLICATION FORM

<b>A. Personal Particulars:</b> (As in passport)					
Surname (As in Passport):					
Given Name (As in Passport):					
Previous/other Name (if any):					
Sex:      Male      Female			Marital Status:		
Date of birth:    DAY / MONTH / YEAR			Religion:		
Place of Birth Town/City:			Country of birth:		
Citizenship / National ID No.:			Educational Qualification:		
Visible identification marks:					
Current Nationality:			Nationality of birth / Naturalization:		
Any Other Previous /Past Nationality:					
<b>B. Passport Details:</b>					
Passport No.:			Date of issue:    DAY / MONTH / YEAR		
Place of issue:			Date of expiry:    DAY / MONTH / YEAR		
Any other Passport/Identity Certificate held :      Yes      No <i>(if yes, please fill in the following):</i>					
Country of issue:			Place of issue:		
Passport/IC No.:			Date of issue:    DAY / MONTH / YEAR		
Nationality/status:					
<b>C. Applicant's Contact Details:</b>					
Present Address:			Phone No:		
			Mobile/Cell No:		
			Email Address:		
Permanent Address:					
<b>D. Family Details:</b>					
<b>Relation</b>	<b>Name</b>	<b>Nationality</b>	<b>Prev. Nationality</b>	<b>Place/Country of Birth</b>	
Father's					
Mother's					
Spouse					
Were your Grand father/Grandmother(Parental/Maternal) Pakistan Nationals Or belong to Pakistan held area:      Yes      No					
<b>E. Details of Visa Sought</b> <i>(Visa shall be valid from the Date of Issue and not from the Date of Journey)</i>					
Type of Visa Required	Tourist Visa		No. of Entries:	Single	Double
	Business Visa			Multiple	
Period of Visa (Month)	3 - Months	6 - Months	12 - Months	Expected Date of Journey:    DAY / MONTH / YEAR	
Port of Arrival:			Port of Exit:		
<b>If Business Visa:</b> <i>(please provide details of company in India):</i>					
Company name:					
Address:					
Phone:					
Email:					
<b>If Tourist Visa:</b>					
Places to be visited:					
Purpose Of Visit:      Tourist      Business					

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

<b>F. Previous Visit Details :</b>		
Have you ever visited India ?      Yes      No (if yes, please fill in the following):		
Address where You stayed in India:		
Cities in India visited:		
Type of Visa:      Tourist Visa      Business Visa	Visa Number:	
Visa Issued Places:	Date of Issue: DAY / MONTH / YEAR	
Countries visited in last 10 years:		
Have you been refused an Indian Visa or extension of the same previously or deported from India?      Yes      No		
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?		
<b>Name of Country:</b>	<b>Year:</b>	<b>Number of Visits:</b>
<b>G. Professional/Occupation Details:</b>		
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 ?      Yes      No (if yes, please fill in the following):		
Organization:	Designation:	
Place of posting:	Rank:	
<b>I. Address of Place of Stay / Hotel:</b>		
Place/Hotel Name:		
Address of Place /Hotel:		
State:		
Phone Number:		
<b>J. Details of Two Reference:</b>		
<b>In INDIA</b>	<b>In IRELAND</b>	
Name:		
Address:		
Phone Number:		
<b>K. Declaration:</b>		
<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 : DAY / MONTH / YEAR	Applicant 's signature (as in Passport):	



**Please provide answers to the following questions.  
Please give details if marked YES.**

Have you ever been arrested/prosecuted/convicted by Court of Law of any country?	<b>Yes</b>	<b>No</b>
If YES, please provide details:		
Have you ever been refused entry/deported by any country including India?	<b>Yes</b>	<b>No</b>
If YES, please provide details:		
Have you ever been engaged in human trafficking/drug trafficking/child abuse/crime against women/economic offense/financial fraud?	<b>Yes</b>	<b>No</b>
If YES, please provide details:		
Have you ever been engaged in cyber crime/terrorist activities/sabotage/espionage/genocide/political killing/other act of violence?	<b>Yes</b>	<b>No</b>
If YES, please provide details:		
Have you ever been by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts?	<b>Yes</b>	<b>No</b>
If YES, please provide details:		
Have you sought asylum (political or otherwise) in any country?	<b>Yes</b>	<b>No</b>
If YES, please provide details:		