

Note: Please print out a copy of this checklist, Sign and submit the same along with your application.

Business Visa Checklist

Place a tick in the box for documents you are submitting or if the statement is applicable to your case.		
Section A: Standard documents	You	Staff
<ul style="list-style-type: none"> ● Online Application form fully filled available at https://services.vfsglobal.com/aus/en/ind/ <ul style="list-style-type: none"> ○ Download all forms, print and sign where applicable. ○ Any Errors on the printed form cannot be modified by Pen/Pencil at the time of Submission. ○ Applicants are advised to ensure accuracy of the details entered in the online Form. 		
<ul style="list-style-type: none"> ● ONE recent photograph (2 inch x 2 inch), meeting strict specifications. see https://services.vfsglobal.com/aus/en/ind/ for more details. IPVSC Centres in Australia provide photography services as per the guidelines of International Civil Aviation Organisation (ICAO). This service is chargeable and available for standard photographs of Adult and children. (Assistance may not be available for Infant and applicants' with Special Needs). 		
<ul style="list-style-type: none"> ● Current Original passport with a minimum validity of six months from the date of Application and must have at least two blank pages and a Photocopy of your current passport (Bio page) must also be submitted. <ul style="list-style-type: none"> ○ Except Czech National – See details under section C 		
<ul style="list-style-type: none"> ● If your occupation selected on your Visa Application form is, "Journalist", you may only apply for a Journalist Visa, even if you intend to travel for tourism or any work or non-work related purpose. Check Occupation on Form. 		
<ul style="list-style-type: none"> ● Appointment Letter:- <ul style="list-style-type: none"> ○ All Applicants visiting the application centre for submitting their applications in person are required to schedule an appointment. (Applications sent by Post/Courier do not require scheduling an appointment) ○ Visit https://services.vfsglobal.com/aus/en/ind/ to schedule an appointment. 		
<ul style="list-style-type: none"> ● Mode of payment:- <ul style="list-style-type: none"> ○ Eftpos / Credit card - MasterCard or Visa Card issued in Australia (at VFS counters) ○ Cash (at VFS Counters only) ○ Money / Postal Order payable to "VFS Services Australia Pty Ltd" only ○ Post Applications- Complete Credit Card Authorization form Note: - Personal Cheque and company Cheque are not acceptable. - Courier Fee is mandatory (Applications received by post will be returned by post) 		
Section B : Additional documents based on specific conditions		
Condition 1: What is the validity of visa you plan to apply for? (Documents you need to provide will Based on the validity of the visa you apply for)		
<ul style="list-style-type: none"> ● 6 months or 1 Year visa : <ul style="list-style-type: none"> ○ Letter of undertaking from the company in Australia stating the tenure ○ Documentary proof of his/her educational qualifications and professional expertise. ○ Invitation letter from the Indian company/firm with proposed activities to be undertaken by the applicant ○ Copy of registration of the firm/company in India ○ Declaration to pay taxes in India, if required. ○ Sufficient proof of Applicant's financial standing (E.g. Most Recent Bank Statement) 		
<ul style="list-style-type: none"> ● 5 years Visa: (The Application with the relevant documents are sent for Pre-Approval to CGI/HCI) <ul style="list-style-type: none"> ○ Letter of Undertaking from the Company in Australia and India stating the tenure. ○ Documentary proof of his/her educational qualifications and professional expertise. ○ Invitation letter from the Indian company/firm with proposed activities to be undertaken by the applicant 		

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<ul style="list-style-type: none"> o Details of Business activities of the companies in India & Australia with annual turnover of minimum AUD2,000,000/- o Proof of partnership in the business and/or functioning as Directors of the company o Sufficient proof of applicant's financial standing and documentation in support of intended business visit to India o Copy of registration of the firm/company in India o Declaration to pay taxes in India, if required. o Last 2 year's tax return of the applicant. 		
Condition 2: For Non-Australian Passport holders. Have you been a Resident in Australia for 2 years or more?		
<ul style="list-style-type: none"> • Submit Documentary evidence that you have resided in Australia for 2 years or more • If the above eligibility criterion cannot be met, the application will be sent for Pre-approval to CGI/HCI. 		
Condition 3: Sportsperson intending to participate in sporting events in India		
<ul style="list-style-type: none"> • In respect of all international sports events, letter from the organizer, clearance of Ministry of Youth Affairs & Sports, Ministry of External Affairs and Ministry of Home Affairs of Govt. of India would be required. 		
Condition 4: Are you planning to apply on a Foreign Passport? [Non- Australian Passport]		
<ul style="list-style-type: none"> • Current Visa Status required for Non Australian Passport holders. <ul style="list-style-type: none"> o VEVO or Visa Grant Notice or Visa sticker is an acceptable proof for a valid visa status. 		
<ul style="list-style-type: none"> • EXCEPTION: For example, if you are a DUAL national – Australia and UK, and wish to apply on your UK passport, submit a copy of the photo page of your Australian passport. 		
Condition 5: Do you need to complete FORM D?		
<ul style="list-style-type: none"> • All Australian/Foreign passport holders who were previously nationals of Pakistan, Afghanistan and DPRK must fill in the FORM-D. (Download form at https://services.vfsglobal.com/aus/en/ind/) • All nationals of Iran, China, Macau, Hong Kong, Taiwan, Pakistan, Afghanistan and DPRK (whether Permanent Residents in Australia or not) must fill in the FORM-D. • All foreign nationals who are not Permanent Residents in Australia must fill in the FORM-D. 		
Condition 6: Proof of Renunciation of your Indian Citizenship, if you were previously an Indian National (Indian Passport Law does not permit Dual Citizenship; therefore all Indian Nationals obtaining a Foreign Citizenship must renounce their Indian Citizenship)		
<ul style="list-style-type: none"> • Provide a copy of any consular service availed after 1st June 2010 from the Indian mission in Australia (i.e. Visa / OCI / PIO) OR provide one of the following:- <ul style="list-style-type: none"> o If your Indian passport is officially cancelled, provide a photocopy of the bio page [page with photo and passport details]. o If your Indian Passport is not officially cancelled, submit the original Indian Passport for cancellation, copy of Australian/Foreign Citizenship certificate along with One Photograph (2"x2" size), Online Application Form and Form XXII more information available at https://www.vfsglobal.com/one-pager/india/australia/passport-services/english/index.html <ul style="list-style-type: none"> • Download and print the online filled form.(Register on the website (https://embassy.passportindia.gov.in/) and create your User Id for filling an online application form) Note: Renunciation and Surrender of Indian passport application will be processed separately. o Provide FORM J if your appearance in the Indian Passport and Australian Passport differs from the form. (Download form at https://services.vfsglobal.com/aus/en/ind/) o If your name is different in the Australian/ Foreign passport from that of the Indian passport, submit a copy of your name change certificate (attested by a Justice of Peace J.P or Notary) OR a Statutory Declaration attested by a Justice of Peace (J.P) or Notary. (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) 		

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<ul style="list-style-type: none"> o If your Indian Passport is lost and not in your possession, submit a Statutory Declaration attested by a Justice of Peace or Notary with details on the reason for the passport not being in your possession. Also submit a copy of your Australian OR Foreign Citizenship Certificate and FORM XXII (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) 		
<p>Section C: Specific Nationality Criteria (Only if you are a national/ex-national or hold dual nationality with one of the countries listed here below)</p>		
<ul style="list-style-type: none"> • If you currently hold dual nationality of Pakistan and another country, both passports need to be submitted. Visa will be issued on your Pakistani passport. • If you are ex-national & do not hold dual nationality of Pakistan and another country, submit a statutory Declaration duly attested by a Justice of Peace or Notary stating that you do not hold Pakistani nationality. • As a national of Pakistan if you are only visiting one city in India, you must submit your application in quadruplet (four sets). If visiting two cities in India, you must submit in quintuplet (five sets). If visiting three cities in India, you must submit in six sets. (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) 		
<ul style="list-style-type: none"> • If you currently hold dual nationality of Bangladesh and another country, both passports need to be submitted. Visa will be issued on your Bangladeshi passport. 		
<ul style="list-style-type: none"> • If you are ex-national & do not hold dual nationality of Bangladesh and another country, submit a Statutory Declaration duly attested by a Justice of Peace or Notary stating that you do not hold Bangladeshi nationality. (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) 		
<ul style="list-style-type: none"> • If you currently hold dual nationality of Sri Lanka and another country, both passports need to be submitted. Visa will be issued on your Sri Lankan passport. • If you are ex-national & do not hold dual nationality of Sri Lanka and another country, submit a Statutory Declaration duly attested by a Justice of Peace or Notary stating that you do not hold Sri Lankan nationality. (NSW residents kindly submit documents attested by a Notary Public only, list of NSW notaries available at: https://notarynsw.org.au/find-a-notary) 		
<ul style="list-style-type: none"> • If you currently hold a New Zealand Passport and are a permanent resident of Australia, submit a copy of your Medicare card. 		
<ul style="list-style-type: none"> • If you currently hold a Czech Republic Passport, you may apply only if you meet the following conditions <ul style="list-style-type: none"> o You must have stayed in Australia, for at least one year, prior to applying. o Hold a Passport with at least 1 year validity from the date of application. o Present medical insurance for the entire period of proposed stay in India. 		

<ul style="list-style-type: none"> • High Commission or Consulate General of India may seek more information or documents if necessary to process the application. 		
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FOR OFFICIAL PURPOSES ONLY

Submission Officer Comments -

The applicant hereby confirms that he/she has read the above, ticked the boxes against documents submitted & ensures that all the necessary documentation has been submitted.

VFS Officer (Name & Sign)



Applicant (Name & Sign)

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Credit Card Authorization (to be completed for applications sent by post)

I authorize VFS Services Australia Pty Ltd to debit my credit card for application charges as applicable on <https://www.vfsvisaservice.com/IHCAUSOnline/FeeCalculator.aspx>

Please note Debit cards are not accepted for postal applications.

Card Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Credit Card Expiry Date	<input type="text"/> <input type="text"/> M M <input type="text"/> <input type="text"/> Y Y
Card Type (Tick appropriate box)	<input type="checkbox"/>  <input type="checkbox"/>  Visa card or Master card issued in Australia only. 1.20% surcharge including GST applicable on total payable.
Cardholder's name (As printed on Card)	<input type="text"/>
Cardholder's Signature	<input type="text"/>
Applicant's Passport Number	<input type="text"/>