

# VISA SERVICES CANADA

[WWW.VISASERVICESCANADA.CA](http://WWW.VISASERVICESCANADA.CA)

## **BUSINESS e-VISA APPLICATION FEES and REQUIREMENTS for INDIA**

\*\*\* Visa fees and times are subject to change by embassies without notice \*\*\*

11 Sep 2018

### Visa Fee

- **Indian e-VISA Fee paid to Indian Government** US\$81.99 (approx. Cdn\$115.)

### Service Fee

- **REGULAR SERVICE FEE** \$75. Processing: 8 working days
- **URGENT SERVICE FEE** \$150. Processing: 3 working days

### **You must meet the following conditions in order to be eligible for an Indian tourist e-Visa:**

- 1) You must have an "ordinary" tourist passport (as opposed to a diplomatic/official/military passport) which is valid for at least six months past date of proposed exit of India.
- 2) Your sole objective is **Business visit** for various business purposes; or **Medical procedures**.
  - Attend Technical/business Meetings
  - To Set up Industrial/business Venture
  - Sale/purchase/trade
  - Participation in Exhibitions, Business/trade Fairs
  - Expert/specialist in Connection with an Ongoing Project
  - Deliver Lecture/s under Global Initiative for Academic Networks (GIAN)
  - Conducting Tours
  - To Recruit Manpower
- 3) You will be travelling on a round trip ticket with a **stay of less than 60 days** in India. The validity of e-Visa will be 60 days from the date of arrival in India. Double entry is permitted on e-Tourist Visa and e-Business Visa. Triple entry will be permitted on e-Medical Visa.
- 4) You wish to obtain a short term, double-entry visa (not a long term multiple entry visa).
- 5) You must arrive in India by scheduled airline flight at one of the following **airports**: Ahmedabad, Amritsar, Bagdogra, Bengaluru, Calicut, Chennai, Chandigarh, Cochin, Coimbatore, Delhi, Gaya, Goa, Guwahati, Hyderabad, Jaipur, Kolkata, Lucknow, Mangalore, Mumbai, Nagpur, Pune, Tiruchirapalli, Trivandrum & Varanasi. You may arrive at any of the following **seaports**: Cochin, Goa, Mangalore, Mumbai, Chennai. You may exit from any of the authorized Immigration Check Posts (ICPs) in India.
- 6) You or your parents or your grandparents were/are not Pakistani citizens (meaning the applicant is not of Pakistani heritage going back two generations). Pakistani-Canadians seeking Indian visas must apply through the Indian High Commission in Ottawa.
- 7) Your date of arrival in India must **not be greater than 120 days from today**.
- 8) Your date of arrival in India must **be greater than 5 days from today**.
- 9) e-Visa is not allowed for employment, NGO / volunteer activities, journalism or conference purposes. You will need a full paper visa for these purposes.

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## INDIAN e-BUSINESS VISA DOCUMENT CHECKLIST

This complete application form must be typed on screen, then saved as a PDF format file, and emailed to our office along with your passport scan and business cards scan; and digital photograph.

✓ 1) **Application PDF file.** Typed and saved PDF file of the India e-Visa application form.

**Format: PDF            Size: Maximum 5 Mb**

✓ 2) **Passport Upload.** Scanned PDF image of the Photo/Data double-page spread passport showing all personal details (name, date of birth, nationality, expiry date, photograph, etc.).

Image should fill the scanned area. All four corners must be clearly visible.

**Format: PDF            Size: Minimum 100 kB - Maximum 275 kB**

✓ 3) **ID photograph Upload.** The professional passport digital JPG photograph to be uploaded must meet the following requirements. No home photos are accepted. This is a square photograph.

**Format: JPEG            Size: Minimum 100 kB - Maximum 900 kB**

**Pixels: minimum 360 x 360 pixels**

- Photo must fill the entire image area and be upright (no white space).
- White Background only behind face.
- No shadows on the face or on the background.
- Photo should present Full face, front view, eyes open.
- Shoulders must reach and bleed over the edge of the image
- Without borders. There cannot be white space on either side of the body.
- Image must fill the entire digital area.

✓ 4) **Business Card Upload.** Scanned PDF image of both sides of the card on one page.

**Format: PDF            Size: Minimum 100 kB - Maximum 275 kB**

✓ 5) **FILE NAMING - this is how to name the attached files** (if you are named Jane Smith)

SmithJ\_CAN\_passport.pdf  
SmithJ\_photo.jpg  
SmithJ\_CAN\_businesscard.pdf  
SmithJ\_INDIA\_application.pdf

✓ 6) **EMAIL NAMING - type this in the email subject line** (if you are named Jane Smith)

“SmithJ INDIA business”

**You must EMAIL four files to our office in order to process your e-Visa:**

- ✓ 1) The entire VSC cover page and Indian application form as a single PDF (max. 5 MB).
- ✓ 2) Your passport scan as one PDF (100 kB - 275 kB).
- ✓ 3) Your digital ID photograph as one image JPEG (100 kB - 900 kB).
- ✓ 4) Your business card (front and back) as one PDF (100 kB - 275 kB).

EMAIL the entire package of files to: [info@visaservicescanada.ca](mailto:info@visaservicescanada.ca)

One email per applicant, please.

# **INDIA e-VISA PHOTO REQUIREMENTS**

## **(DIGITAL PHOTOS are MANDATORY)**

**This is a DIGITAL (electronic) image only.**

**Have your photographer EMAIL the image to you as well as print it for you.**

Also acceptable are images transferred to memory sticks you give to the photographer

Do *not* accept or send a scan of the printed photo.

Please note the following instructions. India photo requirements are very strict.

The professional passport digital JPEG photograph to be uploaded must meet the following requirements. No home photos are accepted. This is a square photo.

**Format: JPEG**

**Size: Minimum 100 kB - Maximum 900 kB**

**Pixels: minimum 360 x 360 pixels (SQUARE)**

- Photo must fill the entire image area and be upright (no white space).
- White Background only behind face.
- No shadows on the face or on the background.
- Photo should present full face, front view, eyes open.
- Shoulders must reach and bleed over the edge of the image
- Without borders. There cannot be white space on either side of the body.
- Image must fill the entire digital area.
- The expression on the face should look natural.
- There should not be any distracting shadows on the face or on the background.
- Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.

Printed photos must be 51mm x 51mm., and must be the same image as the digital image provided to you by the photographer by email.

# VISA SERVICES CANADA®

*Freedom to Travel, Personalized®*



Visa Services Canada, Inc.  
275 Slater Street, Suite #900  
Ottawa, ON, K1P 5H9, CANADA  
Phone: 613-231-7054  
Toll-free: 866-378-1229

www.VisaServicesCanada.ca  
info@visaservicescanada.ca

### ALL APPLICANTS: full legal names

1.	
2.	
3.	
4.	
5.	

### SHIPPING ADDRESS - all details mandatory

Street Address			Apartment #	
City			Province	
Postal Code		Country (if not Canada)		
Phone			Office Phone	
Cell Phone				
Email				

Visa Countries (in order of arrival)	Visa type tourist / business / etc	Entries 1 / 2 / multi	Service level regular / fast	Date of entry & exit (dd / mm / yy)

### Payment

Visa	<b>Cardholder</b>				
Mastercard	<b>Card #</b>				
E-Transfer	<b>Expiry date</b>				

Do not write in this area

Credit card must be in the name of an applicant.

Terms: By using *Visa Services Canada* you are authorizing the company to handle your personal information and your passport, and to hand over such passports and information to a foreign diplomatic mission in Canada or abroad for the purpose of acquiring a visa. By using the services of VSC you are accepting in whole the following terms, conditions, and limitations: VSC cannot and does not guarantee a visa will be issued by a diplomatic office, as this is the sole prerogative of the foreign government. VSC is not responsible for the safety or security of your passport once the passport has entered the diplomatic grounds or passed into the control of a shipper. VSC is not liable for any stolen or lost passport, and has no liability for late shipping delivery of passports and visas. Cash, bank drafts, credit cards and money orders are subject to a 1 % bank charge. I understand this liability statement.

**Internal Use Only**

	Date sent by VSC	
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## **INDIAN e-VISA SECURITY VERIFICATION QUESTIONS**

If you answer YES to any of these questions, you will be required to apply for a paper visa at the nearest Indian visa office in Canada. You will not be able to apply for an e-Visa.

**1)**

Have you ever been arrested / prosecuted / convicted by court of law of any country?

**2)**

Have you ever been refused entry / deported by any country including India?

**3)**

Have you ever been engaged in human trafficking / drug trafficking / child abuse / crimes against women / economic offenses / financial fraud?

**4)**

Have you ever been engaged in cyber-crime / terrorist activities / sabotage / espionage / genocide / political killing / other act of violence?

**5)**

Have you ever 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?

**6)**

Have you sought asylum (political or otherwise) in any country?

### **SECURITY VERIFICATION (this is mandatory)**

By checking this box I am certifying that I have not answered YES to any of the above questions, and that I am eligible for an Indian e-Visa.

“I \_\_\_\_\_ hereby declare that the information furnished above is correct to the best of my knowledge and belief. In case the information is found false at any stage, I am liable for legal action/deportation/blacklisting or any other action as deemed fit by the Government of India.”

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## INDIAN BUSINESS e-VISA

Your sole objective is (select one only, and answer all questions with full details):

<b><u>BUSINESS MEETING</u></b>	Attend Business or Technical Meetings
Name of Canadian Company	
Address of Canadian Company (address, city, prov)	
Phone # of Canadian Company	
Website of Canadian Company	
Name of Indian Company	
Address of Indian Company (address, district, state)	
Phone # of Indian Company	
Website of Indian Company	

<b><u>SALES / PURCHASE</u></b>	Sales / Purchase / Trade
Name of Canadian Company	
Address of Canadian Company (address, city, prov)	
Phone # of Canadian Company	
Website of Canadian Company	
Nature of the Business or Product being sold	

<b><u>TRADE FAIRS</u></b>	Participation in Exhibitions, Business or Trade Fairs
Name of Canadian Company	
Address of Canadian Company (address, city, prov)	
Phone # of Canadian Company	
Name of Trade Fair in India	
Address of Indian Trade Fair (address, district, state)	

<b><u>EXPERT/SPECIALIST</u></b>	Expert/specialist in Connection with an Ongoing Project
Name of Canadian Company	
Address of Canadian Company (address, city, prov)	
Phone # of Canadian Company	
Website of Canadian Company	
Name of Indian Company	
Address of Indian Company (address, district, state)	
Phone # of Indian Company	
Website of Indian Company	

<b><u>RECRUIT MANPOWER</u></b>	Recruit Manpower in India
Name of Canadian Company	
Address of Canadian Company (address, city, prov)	
Phone # of Canadian Company	
Website of Canadian Company	
Name of Company Representative in India	
Phone # of Company Representative in India	
Nature of Job being Recruited	
Cities where recruitment is to be conducted	

<b><u>SET UP A BUSINESS</u></b>	Set up an Industrial / Business / Venture
Name of Canadian Company	
Address of Canadian Company (address, city, prov)	
Phone # of Canadian Company	
Website of Canadian Company	
Nature of the Business or Product	



<b><u>CONDUCTING TOURS</u></b>	Conducting Tours in India
Name of Canadian Travel Agency	
Address of Canadian Travel Agency (address, city, prov)	
Cities to be visited during tour of India	
Name of Indian Travel Agency	
Address of Indian Travel Agent (address, district, state)	
Phone # of Indian Travel Agent	

<b><u>LECTURER</u></b>	To Deliver Lecture(s) under Global Initiative for Academic Networks (GIAN)
Name of Canadian Institute	
Name of India Institute	
THREE EXTRA ITEMS TO BE SCANNED to PDF format AND EMAILED WITH THIS FORM	1) Invitation of the host institute to the foreign faculty 2) Copy of the sanction order under GIAN issued by the National Coordinating Institute (viz. IIT Kharagpur) 3) Copy of the synopsis of the courses to be taken up by the faculty

Please continue to the rest of the India e-Visa form. Thank you.

# INDIA e-VISA APPLICATION FORM

All answers must be **typed on screen**, All questions/answers are **mandatory**.

You must ARRIVE in India by air/sea at one of 24 airports or 3 seaports	<u>TYPE THE ARRIVAL FIRST PLACE HERE</u>
<b>Personal Details</b>	<b>Personal Details (mandatory)</b>
Your Nationality	
Date of Birth (day month year)	
Date of Arrival (day month year)	
First Name (as in passport)	
Middle Names (as in passport)	
Last Name (family name as in passport)	
Any Previous Names Used	
Gender:	Male                  Female                  Trans
Town or City, and Province of Birth	
Country of Birth	
Religion	<small>Select from list</small>
If “Other” please specify religion	
Indicate Any Personal Body Marks (ex: tattoos, birth marks, moles, etc)	
Education Qualifications Highest Level of Education Completed	<small>Select from list</small>
How You Acquired Canadian Nationality	Born in Canada                  Immigrated to Canada
Previous Nationality	Previous Nationality
Foreign Nationality Status	Applicant only been a Citizen of Canada Applicant is Currently a Dual Citizen Applicant has a Previous Nationality
Dual Nationality What is Your Secondary Nationality?	
Previous Nationality What is Your Previous Nationality? (Country of birth as listed in Cdn passport)	

<b>Canadian Passport Details</b>	<b>Canadian Passport Details (mandatory)</b>
Canadian Passport Number	
Place of Issue (city of issue)	
Date of Issue (day month year)	
Date of Expiration (day month year)	
<b>Non-Canadian Passport Details</b>	<b>Non-Canadian Passport Details (mandatory)</b>
Other Passport Number	
Other Passport Place of Issue (specific)	
Other Passport Date of Issue	
Other Passport Date of Expiration	
Other Passport Nationality	
<b>Addresses</b>	<b>Addresses (mandatory)</b>
Present Address Street, City, Province, Postal Code	
Permanent Address Street, City, Province, Postal Code Click if as above	
Telephone Number	
Mobile/Cell Telephone Number	
<b>Family Details</b>	<b>Family Details (mandatory)</b>
<b>Father's Full Legal Name</b>	
Father's Current Nationality	
Father's Birth Nationality	
Father's Country & City of Birth	
<b>Mother's Full Legal Name</b>	
Mother's Current Nationality	
Mother's Birth Nationality	
Mother's Country & City of Birth	
<b>Spouse</b>	<b>Spouse (mandatory)</b>
Applicants Marital Status:	Married Not Married
<b>Spouse's Full Legal Name</b>	

Spouse's Current Nationality	
Spouse's Birth Nationality	
Spouse's Country of Birth	
Spouse's Village/City Province of Birth	
<b>Pakistanis</b>	<b>Pakistanis (mandatory)</b>
Were your Grandfather or Grandmother (paternal/maternal) Pakistan Nationals or do they come from or live in an area previously or currently held by Pakistan?	Yes          No  Persons who must answer YES are not eligible for e-Visas. You will have to apply for a paper visa.
<b>Employment</b>	<b>Employment (mandatory)</b>
Are you a student?	Yes          No Students type employment details of father or spouse
Present Occupation / Employment	
Specify Exact Job Title	
Employer Name	
Employer Full Legal Address Street, City, Province, Postal Code	
Employer Telephone Number	
Previous Occupation (if any) Details of Previous Occupation	
<b>Military or Police Service</b>	<b>Military or Police Service (mandatory)</b>
Are you now or have you been a member of the military or in a law enforcement or police force?	Yes          No
Military/Police Designation & Rank	
Military/Police Place of Duty & Posting	
<b>Visit Details</b>	<b>Visit Details (mandatory)</b>
Cities to be Visited in India	
Purpose of Visit to India Select ONE only.	Tourism                      Visit friends or relatives Business meeting        Short Medical Treatment
Date of Arrival in India (day month year)	

You must ARRIVE in India by air or sea at one of 24 airports or 3 seaports	
Select the name of the <b>Arrival City</b> in India listed on your ticket	Select from list
Select the name of the <b>Departure City</b> where you leave India.	Select from list
<b>Previous Visit to India</b>	<b>Previous Visit to India (mandatory)</b>
Have you ever been to India before?	Yes No
Address or Hotel Name of previous Visit	
Cities previously visited in India	
Previous Indian Visa Number	
Previous Visa type (tourist business e-visa)	
Previous Visa Place of Issue: Enter country in which visa was issued, for example "Canada"	
Date of Issue of previous India Visa Failure to list a full date invalidates application	
Previously Visa Denial: Has applicant been previously denied an Indian visa of any type for any reason? Provide details (list Control # and date)	Yes No
<b>Other Travels Outside Canada</b>	<b>Other Travels Outside Canada (mandatory)</b>
Countries Visited Last 10 years:	
Has applicant been the following SAARC countries in the past three years? Afghanistan, Bangladesh, Bhutan, Maldives, Nepal, Sri Lanka	Yes No If Yes, provide details below.
If Yes, please list the SAARC country, the years visited, the number of visits, and the purpose of travel.	
Has applicant been to Pakistan in the past three years?	Yes No If Yes, provide details below.

If Yes, please list the year visited, the number of visits, and the purpose of the visits to Pakistan.	
<b>References in India</b>	<b>References in India (mandatory)</b>
1) Business person & name if business:	
Full Legal Address of reference listed above in India (Full street, city, state, postal code)	
Reference Telephone in India only	
<b>References in Canada</b>	<b>References in Canada (mandatory)</b>
Reference Name in Canada (Family member or friend in Canada)	
Full Legal Address of reference listed above in Canada (full street, city, province, postal code)	
Reference Telephone in Canada	
<b>DATE</b> (day month year)	

**CERTIFICATION and LIABILITY STATEMENT (this is mandatory)**

By checking this box I am certifying the truth of the answers to this visa application.

“I \_\_\_\_\_ certify that I have made true statements in this application and that I am seeking an Indian e-Visa for the date I have listed. *Visa Services Canada, Inc.* is not liable for any errors made by the applicant in the data entry on the form. VSC can only apply using the data you as the applicant provide. Rejections by the Indian government based on data provided by the applicant are the sole responsibility of the applicant. The decision to accept or reject an application rests solely with the Government of India. This decision is made in India.”



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## EMBASSY REGISTRATION

For your personal safety and security we can register you with the embassy of Canada in the country or countries to which you will travel on your upcoming business or tourist journey.

During times of national emergency such as natural disasters, war, or bombings, the government of Canada may seek out all Canadian nationals in a disaster or security zone. Canadians who are registered are the first ones found and can be the first evacuated in some cases.

This is a fast and efficient way of ensuring the Canadian Government can find you in case of an emergency, and can give your family some security during your travels.

- **YES, please register my trip with the government** (\$20. fee per person)

### ABOUT ME

Last name as in passport	
First name as in passport	
Date of birth: (DD/MM/YYYY)	
Gender as in passport:	
Canadian Passport number:	

### ABOUT MY TRIP

Destination country	
Region in country if known	
Additional information (address or hotel name)	
Arrival date at destination (DD/MM/YYYY)	
Departure date from country (DD/MM/YYYY) I do not know my departure date	

### MY CONTACT DETAILS OUTSIDE CANADA

You must provide at least one way of contacting you outside Canada

Email address which you check regularly	
Telephone number with area code	
Mobile telephone number with area code	

Send me a text message with destination travel advice and advisories upon arrival

**EMBASSY REGISTRATION** continued**MY EMERGENCY CONTACT IN CANADA IS**

You must provide at least one means of contacting this person.

Emergency contact in Canada's full name	
Emergency contact in Canada's Email	
Emergency contact in Canada's telephone number with area code	
Emergency contact in Canada's mobile number with area code	

**I AM GOING TO A SECOND COUNTRY**

Second Destination country	
Region in country if known	
Additional information (address or hotel name)	
Arrival date at destination (DD/MM/YYYY)	
Departure date from country (DD/MM/YYYY) I do not know my departure date	

**I AM GOING TO A THIRD COUNTRY**

Third Destination country	
Region in country if known	
Additional information (address or hotel name)	
Arrival date at destination (DD/MM/YYYY)	
Departure date from country (DD/MM/YYYY) I do not know my departure date	

**PRIVACY STATEMENT**

The information collected here will be shared with the Government of Canada in order to register you as a Canadian abroad. The data will not be shared with any other government or with any private company. By filling out this form you acknowledge that you understand how your data will be used and retained, and that *Visa Services Canada* is not liable for the data after it has been given to the Government of Canada.