



## **3 simple steps to get you an INDIA VISA:**

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### **1<sup>st</sup> step:**

**Gather required documents** (as per list of requirements attached) **and kindly fill the forms in** (Visa application at <https://indianvisaonline.gov.in/visa/> , Declaration and Visa order- both forms attached).

### **2<sup>nd</sup> step:**

**Send everything to us, we will check your application and lodge it at the Indian Embassy.**

ALL POSTAL DELIVERIES:

**PO BOX 5690**

**LONDON**

**W1A 5UY**

COURIER or IN PERSON:

**Room 447 162-168 Regent Street**

**LONDON**

**W1B 5TE**

### **3<sup>rd</sup> step:**

**After we will collect and check your Visa, we will get in touch to confirm collection and despatch Passport back to YOU.**



## Business Visa Requirements(UK passports)

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- 1 Visa Form completed on line.
- 2 Declaration form
- 3 2 colour Photographs of photo booth quality measuring 50mm x 50mm
- 4 Original UK Company letter, headed to the Embassy in London (the address is on the UK Business letter sample below), stating the following :
  1. Applicants full Name
  2. Passport Number
  3. Purpose of trip and the name of the company being visited.
  4. The applicant's company is financially responsible for the trip.
  - 5.Length of visa required.
- 5 Invite letter from the company in India (does not need to be original), headed to the Embassy in London (the address is on the UK Business letter sample below) , detailing the trip and stating length of visa required.
- 6 Passport with a minimum 6 months left to run from date of lodging, and 2 clear pages.

### **Important Notice:**

If using the Regent visa service for obtaining your visa then you need to choose 'UK-London' as the India Mission place of lodging on the application form.

Visas are typically valid for 6 months multiple entry from date of issue.

Applicants of Pakistani descent may have a restricted visa. Anyone of Pakistan descent will have their application referred to India for approval. This can take weeks to obtain.

If the applicant's job title can be linked to the media then the application could be referred to India for approx 8-10 working days.

### **Dual Nationality Citizens**

Applicants born outside of the UK and holding dual nationality must apply on the passport of their country of birth. Applicants whose other passport is a UK passport must apply as a non-resident and will be referred, charged additional fees by the Embassy and will need to supply the non-resident form along with the utility bills.

## **UK Business Letter (Sample)**

India High Commission  
India House  
Aldwych  
London WC2B 4NA  
[enter date]

Dear Visa Officer,

This letter is to confirm that the following employee is required to travel to [enter country] for business discussions:

Full name: [enter name as in passport]  
Nationality: [enter nationality]  
Passport number: [enter passport number]  
Passport issue/ expiry date: [enter dates]  
Job Title: [enter position in company]  
Organisation to be visited: [enter inviting company name and address if known]  
Entry date: [enter entry date]  
Exit date: [enter exit date]  
Validity requested: [enter length of visa required]  
Number of entries requested: [single/double/multiple]

Please grant the relevant visa for [enter applicant's name] to travel. We confirm that he/she will be in receipt of a return ticket, he/she is covered by our company insurance policy, and all expenses for his/her journey will be met by [enter company name].

Should you wish to discuss this application further, please do not hesitate to contact me.

Yours faithfully,  
[Signature]  
[Signee's



# Visa Order Form

**RegentVisas**  
Room 447  
162-168 Regent  
St Linen Hall  
LONDON  
W1B 5TE

Company Reg. Number: 4648957  
VAT Number: 849382288

### Contact Details

Name	Telephone Numbers	Email

Delivery Method	(please tick the service you require)			Address:		
Special Delivery	<input type="checkbox"/>	Collection	<input type="checkbox"/>	Courier	<input type="checkbox"/>	
Special Instructions						

APPLICANT DETAILS ( name and nationality )	TRAVEL DATE	PASSPORT NUMBER
1		
2		
3		
4		

### Required VISA and SERVICE details

VISA type and SERVICE type (please **write** the type of visa and service which you are applying for as per our website.)

### METHODS OF PAYMENT (Please tick)

CARD PAYMENT	<input type="checkbox"/>	PAYPAL	<input type="checkbox"/>	PAYMENT IN PERSON ( COLLECTION ONLY)	<input type="checkbox"/>
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For Card Payments only please complete Details Below. After filing the Form in please read Regent Visas Ltd disclaimer and kindly sign the form.

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"/>
NAME ON CARD	<input type="text"/>	EXPIRY DATE	<input type="text"/>	SECURITY NUMBER	<input type="text"/>	REGISTERED CARD ADDRESS	<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"/>

By signing below I agree that SaudiVisas.org, in association with Regent Visas Ltd, will not be held liable for any delays or losses due to a third parties actions incurred from the point of receipt of your documents, up to and including the return of your documents and passports. And also give authorisation to charge a variable amount to my credit/debit card.

SIGNATURE:

DATE:

PRINT NAME:

# DECLARATION

I .....hereby undertake that I shall utilise my visit only for the purpose of which, Visa has been applied, and shall not on arrival in India try to extend my stay for any other purpose. I also declare that I am present in the UK on the date of making this application and that all the information given by me here is true, accurate and complete,

I understand that my visa application is being handled through VF Services (UK) Limited (VFS), service providers in the United Kingdom appointed by High Commission of India, London. I am aware that the grant or refusal of visa is at the sole discretion of the High Commission of India and VFS is not responsible for the same or for any delay in the receipt of the visa. The processing of your application including processing time is subject to the procedures and timescales of the Indian High Commission over which VFS has no control I hereby agree to the VF Services (UK) Terms and Conditions including Disclaimer and VFS Data Protection Policy current at the date of my application (downloadable from <http://in.vfsglobal.co.uk>). I accept that application fees are not refundable, except as covered by VFS's refund policy, and are payable even if a visa is not granted. I accept that VFS limits its liability for replacement of lost passports or other travel documents, to refund of my application fee, and reimbursement of government fees in accordance with the VFS refund policy. I am responsible for the accuracy of my application form, and I accept that if VFS checks my application form, it does not guarantee that it will find any errors, and does not verify information I have provided. I accept that VFS excludes all other liability in relation to my application and advice or information given to me, including for breach of contract or negligence.

I acknowledge and agree that my application and associated data will be processed in accordance with the VFS Data Protection Policy (downloadable from <http://in.vfsglobal.co.uk>), and that my data may be processed by an affiliated company which may be a part of the VFS group of companies or a sub-contractor for VFS, and that such processing may take place in India but subject to the same standards as apply in the United Kingdom.

**Important Note:** Suppression of facts or furnishing misleading/false information will result in denial of visa without assigning any reason. Visa fee once tendered is non-refundable and subject to change without notice. After receipt of visa ensure name, spellings, passport number, type and validity visa is given correctly. Visa is valid from date of issue. It is advisable to make travel arrangements after obtaining appropriate visa.

PLACE & DATE \_\_\_\_\_ Signature of the Applicant \_\_\_\_\_

# Letter of Authorisation

Date: \_\_\_\_\_

Dear Sir/Madam,

This letter is to confirm that I, \_\_\_\_\_

(Full Name of Applicant)

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_, Passport number \_\_\_\_\_

give permission to the \_\_\_\_\_

agency to submit and collect my processed passport for Indian Visa from **India Visa Application**

**Centres** operated by VFS.

Yours faithfully,

\_\_\_\_\_ (*Applicant's Signature*)

\_\_\_\_\_ (*Applicant's Name*)