

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

 +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:

- Completed application form.
- Signed authorisation letter.
- Completed declaration form.
- Passport valid for a minimum of six months, with at least 2 blank pages.
- Two recent identical colour photos measured 50mm x 50mm. Most photo booths offer this option.
- Proof of legal stay or residence status in the UK if you are a non UK passport holder.

Things to note: It is at the discretion of the embassy to request additional documents. The outlined processing time is given as an estimate while actual waiting times may vary. Please note that applicants are advised not to pay or confirm their travel arrangements until the visa has been granted.

BUSINESS VISA:

- Completed application form.
- Completed declaration form.
- Signed authorisation letter.
- Passport valid for a minimum of six months, with at least 2 blank pages.
- Two recent identical colour photos measured 50mm x 50mm. Most photo booths offer this option.
- An original signed letter from a company in the UK on their letterhead paper, addressed to The High Commission of India, India House, Aldwych, London WC2B 4NA. This letter must explain the nature of the business and the duration of the visit, as well as stating the applicant's name and passport details (passport number, date of birth, issue date and expiry date of passport).
- A signed letter of invitation from an Indian company on letterhead paper, addressed to The High Commission of India, India House, Aldwych, London WC2B 4NA. This letter must clearly state the purpose and duration for which the visa is requested, as well as the applicant's name and passport details (passport number, date of birth, issue date and expiry date of passport).
- Proof of legal stay or residence status in the UK if you are a non UK passport holder.

Where should I send my documents?

Please e-mail your documents to info@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, 3rd Floor, 26 Finsbury Square, London, EC2A 1DS, United Kingdom.

How long does the visa take to be organised?

The standard processing time is 7 working days from when we receive your passport and application. This includes the time it takes to return your passport to you.

How much time can I spend in India?

Tourist and business visas can be issued for a duration of between 1-5 years. The length of stay permitted per entry is 180 days both on the tourist and business visa.

Where can I direct my questions?

You can contact any of the Visa First officials on 0207 659 9180.

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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?	

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"/> Courier in UK (Overnight): £40	<input type="checkbox"/> Self-pick up
<input type="checkbox"/> Courier in Europe EU (1-3 working days): £60	<input type="checkbox"/> Personal courier (fill in full address below):

* The above services are available only within the United Kingdom.
For delivery options outside of the Republic of Ireland, please contact the Visa First help desk on 0207 659 9180.

VISA OPTIONS

Tourist Visa:	Business Visa:
1 Year Multiple Entry (7 working days): £ 220	1 Year Multiple Entry (7 working days): £ 375
1-5 Year Multiple Entry (7 working days): £ 545	1-5 Year Multiple Entry (7 working days): £ 715

* The above prices apply for UK passport holders only. If you are a non UK passport holder, please contact the Visa First help desk to confirm prices on 0207 659 9180

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

Please note, if you wish to apply for a 5 years business visa, you will have to submit your application in person at the Indian Embassy as you will need to give your finger prints.

We can assist you with the application by typing it and by checking that all documents are in order. The fee for this service is £80.

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

For UK passport holders: If your passport is misplaced by the embassy or courier, we will replace your pass-port 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

Bank transfer

Account name:	Taxback
Bank:	AIB Bank
Bank Address:	St Helen's, 1 Undershaft, London, EC3A 8AB, UK
Bank code:	23 85 90
Account number:	17143001
IBAN:	GB40AIBK23859017143001
Swift:	AIBKGB41UND

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.

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:

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Have you visited any of the following countries in the last three years:

Afghanistan, Bhutan, Pakistan, Maldives, Bangladesh, Sri Lanka, Nepal

Name of Country	Year	Number of visits

List of countries visited in the last 10 years:

Country Name:	Exact Date of Entry: (dd mm yyyy)