

# BUSINESS VISA

Version: 13/06/2011

Generally, the Embassy of India issues a visa valid between 3 months to 1 year and grants one or multiple entries. Business visas cannot be exchanged or extended in India and allow stays of up to 30 days per visit. An exemption procedure from this 30-day rule exists but its deliverance remains at the discretion of the embassy.

## LIST OF PROFESSIONAL ACTIVITIES REQUIRING A BUSINESS VISA

- 1 Searching for customers, selling products
- 2 Searching for suppliers, buying products, giving specifications, checking orders, quality control, audits
- 3 Visiting an exhibition or trade fair, exhibiting products in a trade fair
- 4 Managing human resources, recruiting manpower
- 5 Attending business meetings or technical meetings
- 6 Carrying out plant or machinery repairs which are under warranty or subject to a maintenance contract
- 7 Installing or commissioning equipment or machinery supplied under contract
- 8 Providing a technical support or a transfer of know-how which is charged to the Indian company
- 9 Giving a training or carrying out a coaching activity
- 10 Attending a board meeting, exploring business venture opportunities, setting up a company
- 11 Business partners or directors managing an Indian company set up in their name
- 12 Participating in a one off event as an artist
- 13 Attending an in-house internship in the Indian branch of your French employer
- 14 Students sponsored by AIESEC going for an internship in a company (visa category may be changed by the consular services)
- 15 Taking part in an official business tour relative to projects of national importance

## LIST OF DOCUMENTS REQUIRED FOR A BUSINESS VISA

- 1 Original passport valid for a minimum of 1 year and having at least 3 blank visa pages
- 2 A photocopy of the data page of the passport
- 3 Three photographs conforming to prescribed specifications (a photo booth is available in our Paris office)
- 4 Two visa application forms duly filled in online, signed and dated by the applicant
- 5 Two original letters from your employer in France specifying the exact purpose of your visit and its duration. These should be on company letterhead and written in English.
- 6 Two original invitation letters from the Indian company specifying the exact purpose of your visit and its duration. These should be on company letterhead and written in English.
- 7 A photocopy of the French company's balance sheet « bilan comptable simplifié » (2 to 5 pages)
- 8 **If requesting an exemption from the 30-day stay restriction**
  - "30-day Rule Exemption Request" Form for Business Visa filled in English and signed
  - Documents justifying the need to stay longer than 30 days
- 9 **For foreign passport holders resident in France since more than 24 months**
  - Documentary proof of resident status: 2 electricity, gas or landline telephone bills (one current and one issued 24 months ago) or 3 latest income tax papers (avis d'imposition) or 3 latest house tax papers (taxe foncière). No other document will be accepted.
- 10 **For foreign passport holders who are not resident in France, resident since less than 24 months or unable to prove resident status**
  - It is mandatory for a foreign passport holder to be resident in France since more than 24 months in order to apply for a Business Visa in France. If this condition is not met, application must be submitted in the country of origin of the applicant. For those applicants who do not wish to return to their country of origin to submit their application, the Business Visa applications may exceptionally be submitted in France, however please note that processing times would be significantly longer (at least doubled).
- 11 **For foreign passport holders**
  - A photocopy of the French resident permit, both sides required (if available)
  - Reference Form as per your current or previous nationality
  - Additional documents as per your current or previous nationality, as applicable
- 12 **If you are sending your visa application by post:** checklist for postal applications
- 13 The service fees, additional consular charges, the ICWF fee and the visa fees

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my visa application.

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

Signature: \_\_\_\_\_

**CENTRE DE DEMANDE DE VISA POUR L'INDE**

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