



Business Visa Checklist

IMPORTANT POINTS TO BE NOTED:

- Complete the [Application form Online](https://indianvisaonline.gov.in/) on <https://indianvisaonline.gov.in/>. Please click **REGULAR VISA** after the application has been completed, you must print and sign the application form.
- Please ensure before printing the form that the following fields are filled up **accurately**. In case of **incorrect** entries of fields mentioned below, the form must be **filled up again and reprinted**.
 1. **Full Name as on International Passport** (Prefixes like Dr, Er etc. should not be written)
 2. **Passport Number** (Example: EI200023, EH1000901) should be correct
 3. **Date of issue and date of expiry of passport**
 4. **Full Parents' Names** (Father and Mother), their current and previous nationalities to be indicated (even if deceased). A parent's name may not be written as "Not Applicable".
 5. **Complete Reference** address along with telephone number in INDIA and in Belgium/ country whatever it comes on form.

DOCUMENT LIST:

- **Passport:** Passport must have a validity of 6 Months (180 days) from the date of application with at least **2 blank pages**. International Passport is needed with application.
- **Photocopy of the information page (Bio Page) of your valid passport and photocopy of last Indian visa (if any).**
- **Photocopy of ID card:** All applicants, residing within the territory of Belgium/Luxembourg are required to submit a photocopy of ID card issued by Belgian/Luxembourg authorities.
- **Photocopy residence proof:** recent utility bill (i.e. telephone, gas, electric, mobile phone, local authority tax bill, ...) with the name and address of applicant, if minor or child or spouse can attach the residence proof of parents or husband.
- **For Non-Belgian/Luxembourg nationals, proof of domicile in Belgium/Luxembourg for a minimum of two years is needed.**



Proof of domicile is as indicated at "Photocopy of ID Card" and "Photocopy Residence Proof" above.

If the ID card shows less than 2 years of validity (date of issue), please attach some residence proof of last 2 years which shows that applicant is staying in Belgium/Luxembourg in the last 2 years.

- **2 Photographs:** Two recent color size (50mm x 50mm) photographs, showing full frontal face with white background, conforming to Indian Government specifications.
 - Photos should be glued to the application form: the first on page 1 in the box provided and the second on the bottom right hand corner of page 2.
- **Indian origin applicants:**
 - Copy of surrender of Indian passport certificate / Renunciation Declaration Form / Sworn Affidavit for children that they never had Indian nationality. The certificate can be obtained from Embassy of India, 215 Chaussee de Vleurgat, 1050 Brussels between 10:00 am to 12:30 pm. They need to bring Indian passport to the Embassy to get cancelled and Embassy will issue Surrender certificate. If the applicant has already surrendered the passport long back, they need to get affidavit or documentation.
 - Copy of Birth Certificate (in respect of children)
 - Copy of old Indian Passport for applicants and copy of Indian passport etc needs to be attached with children's documents.
 - Affidavit for children's that they never possess Indian Passport needs to be attached.
 - Indian origin applicants need to attach the above documents as proof of Indian origin.
- **A letter from your employer** addressed to the Embassy of India in Brussels, specifying the exact purpose of the applicant's visit and the expected start and end dates. This letter should be on company letterhead and written in English with a stamp and signature. The letter should be signed by person whose name is in the registration of company or authorized by him for signing the documents.
- **Full extract of the company details – from Belgian/Luxembourg Company.**
- **Invitation letter from the Indian company**, addressed to the Embassy of India in Brussels, specifying the exact purpose of your visit and the expected start and end dates of the first mission as well as the next missions if already planned. This letter should be on company letterhead and written in English with a stamp and signature. The letter should be signed by person whose name is in the registration of company or authorized by him for signing the documents.



- **Certificate of incorporation/Registration of INDIAN Company.**
- Those who are partners in a Business in India and/or functioning as Directors in the company should submit the following documents:
 - (a) Memorandum of Association between the partners duly notarized in India.
 - (b) Bank Statement of the company.
 - (c) Bank Statement of the applicant in India.
- Those visiting exhibitions and fairs in India should attach documentary proof of the exhibition/fair.
- In case the applicant is visiting offices of central and/or State governments in India, details of the same should be provided and approval/invitation letter from the concerned department should be submitted.

Note:

All of the above documents are basic documents. The Embassy of India, Brussels, Belgium may request for additional documents and /or could call the applicant for an interview also.