

## Checklist - Short Term - Tourist Visa (less than 90 days)

SL. No.	Documents From Applicant	YES/NO
1	Original Passport with more than 6 months' validity.	
2	Recently taken 2 passport sized colour photographs.	
3	Duly filled Online Visa application form by Applicant.	
4	Occupation Proof or Employment Proof (in case of currently employed). (Any letter issued by the company/organization should contain employers contact number and contact e-mail id)	
5	1 Year salary slip.	
6	Photocopy of Income Tax Return (ITR) of last 2 year and PAN Card. (If unable to submit any of ITR then a letter of explanation mentioning the reason must be Submitted).	
7	In case of ownership please submit 3-year company Income Tax Return and PAN Card copy (in case of proprietor please submit 3 year personal ITR).	
8	Recent Bank Statement of last 6 months [original or photocopy with the bank's stamp and sign by bank Authority].	
9	Company registration copy.	
10	Business profile details in case of ownership in format only (Please refer download form section for format).	
11	Relation Proof between applicant and sponsor. (If applicant is sponsored for his travel)	
12	Health Condition Form (Please refer to home page).	

Fees:		
Visa Fees (Normal)	Rs. 3400	
VFS Charge	Rs. 1380.	
Courier Charge	Rs. 550	

Applicant / Travel Agent / Representative

Name:

Signature & Date

Officer's Signature