

Required Detail of		BUSINESS VISA	
Company Name	BEST INDIA MANUFACTURING		
Address	123 GHANDI SQUARE, NEW DELHI 123456		
Phone	555-555-5555		
Email	SALES@BESTINDIA.IN		
Purpose of Visit : BUSINESS			
F. Previous Visit Details			
Have You Ever visited India ? NO			
Address where You stayed in India			
Cities in India Visited			
Type of Visa		Visa Number	
Visa Issued Place		Date of Issue	
Countries visited in last 10 years CANADA, MEXICO, CHINA, ITALY, JAPAN			
Have you been refused an Indian Visa or extension of the same previously or deported from India ?			
If yes above mention when and by whom with control No/Date			
G. Profession/Occupation Details			
Present Occupation	BUSINESS MAN	Designation/Rank	CEO
Employer name/business	SAMPLE SALES		
Employer Address	1 SAMPLE WAY, TAMPA FL 34123		
Phone Number	800-555-5555		
Past occupation if any			
Are/have you worked with Armed forces/ Police/ Para Military forces ? NO			
Organization		Designation	
Place of Posting		Rank	
H. Address of Place of Stay / Hotel			
Place/Hotel Name	Address of Place / Hotel	State	Phone No.
I. Details of Two Reference			
In India		In UNITED STATES OF AMERICA	
Name	ARJUN MAHABARATA, BEST INDIA MANUFACTURING	JOHN DOE	
Address	123 GHANDI SQUARE, NEW DELHI 123456	74 SUNSHINE ST, TAMPA FL 34567	
Phone Number	555-555-5555	555-123-4567	

Web File Number : USAW000062812

J. DECLARATION:

- a. I do not hold any other passport(s) other than those detailed above.
- b. I have read and understood all the conditions for the visit to India and I am willing and able to abide fully by them.
- c. I declare that the information given in the form is complete and correct and the visit to India will be undertaken for the purpose indicated in the application.
- d. I understand that in case the information provided in the form is found to be incorrect, I will be liable for denial of visit/ entry or deportation and/ or other penalties during the visit as provided by Indian law.

Date : 10-FEB-2012.....

.....
Applicant's signature (as in Passport)

Sample Business Letter from U.S. Company

*****Please print your business letter on company stationery*****

June 1, 2012

Consulate General of India
Consular Section

Dear Visa Officer,

Jeremy Simmons (*Insert your name*), Vice President (*Insert your position*), International Public Policy, East Coast Promotions, Inc. (*Insert the name of your company*) is planning a business trip to (*Country you are traveling to*) on Monday, August 3 through August 17 (*Dates of your trip*). During this trip he has scheduled meetings to discuss the sale and distribution of our products.

Mr. Simmons will require a 5 year business multiple entry visa (**Please indicate the visa validity requested—6 months, 1 year or 5 years, and if requesting a 5 year visa, please indicate the reason for needing this duration of visa and proposed dates for future visits over the next three years**). Mr. Simmons is scheduled to make twice-yearly visits to India annually, with trips scheduled for December 2012, July 2013, December 2013, July 2014 and December 2014.

His agenda is to meet and discuss business with Mr. Hank Hartford at:
Promotions International
716 Conj. 1210
New Delhi, India 04111-00
Tel. 55.11.454.5635

(It is important to indicate which company and individual you are going to visit.)

East Coast Promotions, Inc. (*Insert Company Name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in India.

He requests that you issue a (*insert type and duration of visa*) visa. I appreciate your attention to this matter.

Sincerely,

Barry G. Hart (*Signed by someone other than applicant. Original ink signature required.*)
Senior Vice President
East Coast Promotions, Inc.

Sample Business Invitation Letter from Overseas Company

*****Please print your business letter on company stationary*****

June 1, 2012

Consulate General of *(Country you are traveling to)*

Consular Section

Dear Visa Officer,

We are cordially inviting Jeremy Simmons (*Insert your name*), Vice President (*Insert your position*), International Public Policy, East Coast Promotions, Inc. (*Insert the name of your company*) to visit (*Country you are traveling to*) on Monday, August 3 through August 17 (*Dates of your trip*). During this trip he will meet with our company to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford (*Insert Name of Contact*) at:

Company Name

Street Address

City, Country Zip code

Telephone number

(It is important to indicate which company and individual you are going to visit.)

East Coast Promotions, Inc. (*Insert Company Name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in (*Country you are traveling to*).

We request that you issue a (*insert type and duration of visa*) visa. I appreciate your attention to this matter.

Sincerely,

John P. Smith
Executive Officer
Overseas Company, Inc.