



ORDER FORM/Formulaire

Call us for assistance.

Contactez-nous si vous avez besoin d'assistance

Account Number/Numéro de compte: _____

Travel Agency Name: _____

Nom de l'agence de voyage

IMPORTANT TRAVEL DATES/DATES IMPORTANT DE VOYAGE:

Date passport must be back in your possession**: _____ / _____ / _____
Date à laquelle votre passeport doit vous être retourné mm jj aaaa

Date of next international trip: _____ / _____ / _____
Date de votre prochain voyage à l'étranger : mm jj aaaa

**Rush/Emergency Fees: I understand that any visa request that is needed in seven business days or less, will be assessed a rush or emergency surcharge
Je comprends que toute demande de visa qui doit être traitée en sept jours ouvrables ou moins sera assujettie à des frais supplémentaires pour le traitement accéléré.

TRAVELER INFORMATION/INFORMATION SUR LE VOYAGEUR:

Traveler's Name: _____ Traveler's Date of Birth: _____ / _____ / _____
Nom du voyageur: Last First Date de naissance du voyageur: mm jj aaaa
nom de famille prénom

Phone (daytime): _____ Phone (mobile): _____ E-Mail: _____
Téléphone (jour) Téléphone (cellulaire) Courriel

Name of Person Requesting This Order: _____ Phone: _____
Nom de la personne qui remplit le présent formulaire : téléphone

RETURN DOCUMENTS TO THIS ADDRESS/ADRESSE DE RETOUR:

Name: _____ Company: _____
Nom: Compagnie:

Street: _____ City: _____ Province: _____ Postal Code: _____
Rue: Ville: Province: Code Postal:
NO PO BOXES/Pas de boîte postale

Telephone Number: _____ The address listed above is: Residential: Business:
Numéro de téléphone L'adresse indiquée ci-dessus est: Résidentiel: Affaires:

RETURN SHIPPING METHOD/MÉTHODE D'EXPÉDITION POUR LE RETOUR DE DOCUMENTS

Fed Ex Priority Overnight/ Service prioritaire le lendemain de Fed Ex Same Day or Courier (Call for Rates)/ Le jour même ou par messenger (contactez nous pour les tarifs)

I Authorize Delivery Without Signature: Signature: _____
J'autorise de livraison sans signature: Signature:

SERVICES REQUESTED/SERVICES DEMANDÉS

Select the type of service you request by placing a check mark in the appropriate box for each service you are ordering. Please note that separate forms and requirements apply for each visa procedure.

Sélectionner le type de service que vous désirez en cochant la case appropriée pour chaque service demandé. Veuillez noter que vous devez remplir des formulaires distincts pour chaque pays pour lequel vous demandez un visa et répondre aux exigences de chacun d'entre eux.

Visa Services:

Services de visa:

	Entry/Exit Dates: Entrée/Sortie (Dates):	Tourist: Touriste:	Business: Affaires:	Transit: Transit:	Work: Travail:	Number of Entries: Nombre d'entrées:
Country 1: _____ Pays 1:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Country 2: _____ Pays 2:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Country 3: _____ Pays 3:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

PAYMENT METHOD FOR APPLICABLE FEES/MODE DE PAIEMENT POUR LES FRAIS EXIGIBLES:

American Express: Diners Club: Master Card: Visa: Discover: Money Order/Mandat: Check/Chèque:

Name on Card: _____
Nom qui apparaît sur la carte

Card Number: _____ Expiration Date: _____ / _____ Signature: _____
Numéro de la carte Date d'expiration: mm aa Signature:

Department #/Billing Reference: _____
Département / Référence pour la facturation:

Visa Processing Procedures and Requirements

Destination: India

Purpose of Travel: Business

Nationality: Canada

Provided: Saturday, July 03, 2010

The following is required for CIBT to process your request:

1. Passport / Passeport

Your signed passport (valid for at least six months and with at least one blank visa page) is required / Votre passeport signé (valide pendant au moins six mois) et avec au moins une (1) pages en blanc de visa est exigé

2. Application Forms / Formulaire de demande

1 (one) completed visa application form required // 1 (un) formulaire de demande visa complété est exigé

1 (one) Business Form Completed in addition to Application // 1 (une) forme d'affaires commerciale complété en plus de l'application

1 (one) Checklist Form Completed and signed by applicant // 1 (une) la liste de verification rempli en plus de l'application

3. Photographs / Photographies

2 (two) front facing, **35mm x 35mm/1.4in x1.4in** sized colour photographs are required (not scanned) // 2 (deux) photographies de taille **35mm x 35mm/1.4in x1.4in**, de couleur, du revêtement sont exigés (non balayé)

4. Business Introduction Letter / Lettre d'introduction d'affaires

A letter of introduction from your Canada-based company on letterhead paper with a Canada address is required. The letter must have an original signature and a photocopy is not acceptable. Please include the number of entries being requested and the length of visa being requested. // Une lettre de l'introduction de votre compagnie basée au Canada sur le papier à en-tête avec une adresse du Canada est exigée. La lettre doit avoir une signature originale et une photocopie n'est pas acceptable. Veuillez inclure le nombre d'entrées étant demandées et de la longueur du visa étant demandé.

Sample Business Introduction Letter / Exemple d'une lettre d'introduction d'affaires

5. Invitation Letter / Lettre d'invitation

A letter of invitation from your sponsor/organizer in this destination is required // Une lettre d'invitation de votre commanditaire/organisateur dans cette destination est exigée

6. Consular Fees / Honoraires consulaires

Six month multiple entry: \$143.21

One Year multiple entry: \$203.21

Five Year multiple entry: \$326.21 **** This visa is issued at the discretion of the Consulate**

(Note: Consulate fees for India now include a \$19.25 + tax processing fee imposed by The High Commission of India)

Entrée multiple de six mois: \$143.21

Entrées multiples d'un an: \$203.21

Entrée multiple de cinq ans: \$326.21

(Note : Les honoraires de consulat pour l'Inde incluent maintenant des \$19.25 + des honoraires de traitement d'impôts imposés par la Haute Commission de l'Inde)

7. SPECIAL NOTE // NOTE SPECIAL

Applicants whose passport was not issued in British Columbia, Alberta, Saskatchewan, the Yukon Territory, or the Northwest Territories must include a utility bill and complete the form below. // Demandeurs qui passeport n'était pas délivré par un bureau de Passeport en Colombie Britannique, Alberta, Saskatchewan, le Territoire de Yukon, ou les Territoires du Nord-Ouest doit inclure une facture des comodités et remplir le form au-dessous.

Reference Form // Formulaire de Reference

8. MINIMUM PROCESSING TIME: 10 business days / DURÉE DE LA TRANSFORMATION MINIMUM : 10 jours d'affaires

APPLICATION FORM FOR INDIAN VISA

(Duly completed form needs to be deposited with VFS (Canada) Inc. Please visit their website <http://in.vfsglobal.ca> for addresses of Collection Centres in Canada, fee schedule and other instructions before filling in the form.)

We appreciate if both sides of the paper are used while printing this form.
Fill all columns using black ink. If a column is Not Applicable, write N/A.

1. Name in full Mr./ Mrs./ Miss.....
(Block Letters) (First) (Middle) (Last)

2. Previous Name, if any.....

3. Date of Birth..... (Day)..... (Month)..... (Year)

4. Place of Birth.....
(City) (State/Province) (Country)

5. Father's Name.....
Present Nationality :..... Previous Nationality.....

6. Mother's Name.....
Present Nationality :..... Previous Nationality.....

7. Spouse's Name & Nationality.....

8. Present Address.....
City Postal Code
Tel.No E-Mail address

9. Profession (Details of present employment).....

10. Passport Details: Ppt No..... Issue date.....
Expiring date..... Issued at

11. Present nationality(s) of the applicant

12. Previous nationality(s), if any

13. Whether the applicant or his parents or grand parents (both paternal and maternal) were holding the nationality of Pakistan at any time. If yes, give complete details on a separate sheet of paper.
.....

14. Whether the applicant acquired citizenship of the country by birth or by naturalization.
.....

15. Whether visa has been refused previously? If so give details.....

16. Countries visited during last 10 year.....
.....

17. Details of previous visits to India (If any)
Type of visa

18. From where the visa was acquired during previous visits.....
.....

19. No. of entries required (Single/Double/Triple/Multiple)

Period for which visa is required (six months, one year, five years)

Please paste one recent photograph here. It should be full frontal photograph with light or white background.

(Size: 35 mm X 35 mm)

FOR OFFICE USE ONLY

No. of Visa.....

Date of issue.....

Type of visa.....

Validity.....

Period of stay.....

No. of entries.....

Visa Fee: C\$.....

Consular Officer

20. Purpose of journey: (Tourist/Visitor (Visiting relatives)/Business/Transit/education/ any other (Please give details))

.....

21. Place(s) in India proposed to be visited.....

22. Telephone number and mobile number in India of the applicant as well as the sponsor:

Applicant: Sponsor
Tel No: Tel No

23. Approximate date of Departure from Canada and Departure from India.....

24. Addresses and telephone numbers of Friends /relatives/places of stay during the previous travel to India

i)

ii)

iii)

25. Names and full addresses of two references:

IN THE COUNTRY OF APPLICANT

(I) (Ph.No.....)
Address..... City Postal Code.....

(II) (Ph.No.....)
Address..... City Postal Code.....

IN INDIA (Not required in cases of Tourist/Transit Visas)

(I) (Ph.No.....)
Village.....VPO District/Tehsil.....

(II) (Ph.No.....)
Village.....VPO District/Tehsil.....

26. I,(Name of the applicant) hereby undertake that I shall utilize my visit to India for the purpose for which visa has been applied and shall not on arrival in India, try to obtain employment or setup business or extend my stay for any other purpose, I fully understand that if any of the particulars furnished above are found to be incorrect or if any of the information is found to be withheld, the visa is liable to be cancelled at any time.

DECLARATION TO BE MADE BY APPLICANTS SEEKING TO STAY IN INDIA FOR MORE THAN 1 YEAR

"I hereby undertake that I shall subject myself to a medical test including for AIDS within one month of arrival in India. In case I am found positive for AIDS, I will leave India."

Place Date.....

Tel: Res Bus. Fax.....

If the applicant is under 18 years of age, photocopies of the passports of both parents must be attached with this application. Both parents must also sign this form in the space provided below signifying their consent to travel to India.

.....
(Signature of the applicant)

MOTHER:

FATHER:

Visit our websites in Canada:

hciOttawa.ca

www.cgiToronto.ca

cgiVancouver.org



HCI Ottawa/ CGI Toronto/ CGI Vancouver

BUSINESS INFORMATION SHEET
(To be filled only by Business Visa applicants)

1. Name of Company :
2. Address including
Tel; Fax & E-mail :
3. Nature of Business :
4. Applicant's name, :
designation, :
telephone number :
and email address : :
5. Purpose of visit to India :
(please specify):
Investments/Joint Venture/ :
Technical collaboration/ :
Buying/Selling/others :
6. Names and complete address(es)
including phone, fax and email
of Indian company(s) to be :
met. :
7. Signature of the applicant : _____

Document Checklist

For all types of visas, please ensure that

1. You have filled in **all columns** of the Visa application form in black ink. If a column is Not Applicable, write N/A.
2. You have signed the application at the end.
3. You have passed one recent color photograph (size about 35mm x 35mm).
4. You have attached your Current Valid passport with minimum of 190 days validity still left. Incase of Canadian Passport, ensure that your have signed page three of the Passport.

Kindly attach following documents to your visa application

<u>When the applicant is a minor (less than 18 years of age)</u> 1. No objection letter from either of the parents, if the applicant is traveling alone or with one parent. <input type="checkbox"/> 2. Photocopies of both parents' passports. <input type="checkbox"/> 3. Both parents should sign the visa application form. <input type="checkbox"/>
<u>Transit Visa</u> 1. Confirmed tickets for the journey via India to the other country. <input type="checkbox"/>
<u>Student Visa</u> 1. A letter from a recognized educational institution in India confirming admission of the applicant & duration of course. (If admission is not confirmed, provisional admission letter may also be produced) <input type="checkbox"/> 2. Evidence of financial arrangements made for maintenance in India. <input type="checkbox"/>
<u>Entry visa/Conference visa/Volunteer Visa / Research visa/ Journalist visa</u> 1. A letter of invitation from the organizers of the Conference/Volunteering institute. <input type="checkbox"/> 2. Approval, if any, obtained by the organizers from the Government of India for holding the Conference or the registration of the organization arranging voluntary work. <input type="checkbox"/> 3. For Journalist visa, a letter of accreditation from the media group. <input type="checkbox"/> (For documentary filming in India, the media crew may seek prior approval before applying for Journalist visa. For details, click here .)
<u>Business Visa</u> 1. A letter from the applicant's company /organization in Canada. <input type="checkbox"/> 2. An invitation letter from India indicating the nature of applicant's business, duration of stay, the places and firms to be visited in India. <input type="checkbox"/> 3. Business information sheet . <input type="checkbox"/>
<u>Employment Visa:</u> 1. Copy of the Employment Contract. <input type="checkbox"/> 2. Proof of registration/incorporation of the company with the Government of India. <input type="checkbox"/> 3. Letter on employer's Letterhead indicating nature of job, salary structure and duration of contract. <input type="checkbox"/> 4. For Teaching jobs, Letter of appointment from the school and no-objection from the Ministry of Human Resources and Development, New Delhi. <input type="checkbox"/> 5. For Pilots, letter of clearance from Directorate General of Civil Aviation. <input type="checkbox"/>
<u>Transfer of Visa:</u> 1. Both your old passport containing visa and your new passport. <input type="checkbox"/>

Notes:

1. Additional documents may be requested by the Visa Officer.
2. Submitting false documents may entail legal action.

Date:

VFS Official's signature:
Observations:

Applicant's Signature

FORMAT FOR COVER LETTERS

(Date)

Consulate General of (Country)

Dear Sirs/Madam:

On behalf of (Traveler's Full Name), we are submitting his/her valid passport and required documents for a (Length and # Of Entries) (Business/Tourist) visa. (Mr./Mrs./Ms Traveler's Name) has been a (Job Title/Position) with (Name of Company) since (Date of Hire) for (Length of Employment). (Applicant's Company's Name)'s contact number in Canada is (Canada Corporate Contact Number).

(Traveler's Name) is planning a (Business/Tourist) visit to (Country Name). (If Business Please Explain Activities Of The Organization). He/She will depart Canada on (Departure Date) and will arrive in (Arrival City) on (Arrival Date) and remain for approximately (# Of Days) and will return (# Of Times Traveler Is Expected To Return To This Country If Requesting A Multiple Entry Visa) over the next year.

We would greatly appreciate any assistance you can provide us in expediting this process. While there, he/she will be contacting (Local Contact Name and Company Name). His/Her address is (Exact Street Address). The phone number is (Number).

(Company Name) guarantees that (Traveler's Name) will have adequate funds in his/her possession, as well as confirmed living accommodations and return transportation. (Name Of Company) also guarantees that he/she will not become dependent upon the Government of (Country Name) in any way during the course of his/her visit.

Thank you for your kind assistance in this matter. Please feel free to contact me with any questions.

Sincerely,

(Authorized Signer Other Than the Traveler)
(Signer's Title)

*** Important Instructions:

1. Write one letter for each country and for each applicant.
2. All letters must be on original company letterhead.
3. Replace all information in parentheses with the data for this trip.
4. A consulate address is not necessary.
5. The letter cannot be signed by the applicant.



HCI Ottawa/ CGI Toronto/ CGI Vancouver

**ADDITIONAL FORM TO BE FILLED BY NON-CANADIAN NATIONAL
ALONGWITH
VISA APPLICATION FORM (IN BLOCK CAPITAL LETTERS ONLY)**

1. NAME :
 2. NAME OF FATHER/SPOUSE :
 3. PERMANENT ADDRESS :
 4. PRESENT ADDRESS :
 5. DATE & PLACE OF BIRTH :
 6. PROFESSION :
 7. NATIONALITY :
 8. PASSPORT NUMBER :
 9. DATE OF ISSUE :
 10. PLACE OF ISSUE :
 11. PURPOSE OF VISIT :
-

SERVICE FEE INFORMATION

Estimated processing charges are based on the following fee structure:

1. CIBT Service Fees:

The following prices are for CIBT's professional services per visa/passport per person. Final cost is determined by the number of business days given for processing your request and the CIBT services utilized to complete your request.

Service Fee:	\$80.00
Rush Fee:	\$50.00
Emergency Fee :	\$75.00

2. Consular Fees:

Consular and processing fees are determined by the foreign government issuing the visa and are subject to change beyond the control of CIBT. CIBT assesses a 2.49% processing fee on government agency fees only. Consular fees vary by consulate, please refer to requirements

3. Copy Fees:

Please submit a photocopy of your information page of your passport along with all supporting documents, letters, flight itineraries that support your visa request to avoid the photo copy fee. You will be charged a photocopy fee if all documents are not copied and submitted with your original submission.

4. Money Order Fees:

Embassies, Consulates and Government Offices require payment be made by Money Orders. A money order fee of \$8.50 is applied for each money order purchased.

5. Shipping Fees:

CIBT will return your completed documents to you via overnight mail. Additional charges will apply for weekend, same-day, after-hours delivery and shipping to/from USA. You may also provide your own account number for shipping. We utilize Federal Express and Purolator. We do not utilize XpressPoste.

FedEx Priority Overnight - Canada
\$40.00

6. GST tax applies to all fees, except consular fees

Please Note

Additional charges may apply for shipments to consulates that do not allow personal appearance or drop offs.



CIBT Inc, your Global Visa and Passport Professionals, is the world's leading travel document specialist and expediting service. CIBT can assist you with Canada and US based passport or visa processing, international passport or visa application forms and instructions, and other related services.

CIBT TERMS OF SERVICE

Feel free to contact our customer service team if you have questions about your request. Contact information for individual CIBT branch locations can be found on our website at <http://www.ca.cibt.com/contact.aspx>. You can now use our Online Status Check feature to automatically check the status of your documents, from the time we receive your documents to the time we ship them back to you. Simply go to our Website at <http://www.ca.cibt.com> and select Status Check from our menu to use this new feature.

Cancellation Fees:

Orders cancelled prior to submission to government office will be assessed standard processing fees. Orders cancelled after submission will be charged standard processing fees including consulate fees.

Hours of Operation:

Monday to Friday 830am to 530pm local time

Our offices are located in: Toronto and Vancouver

Where to send your documents:

Your CIBT Order form has the appropriate address for where to submit your documents.

Legal Disclaimer

CIBT makes every effort to provide you with accurate information and to obtain the passport or visa you require for your trip, for the dates requested, in a timely manner. However, please be aware that CIBT does not warrant any information that it provides, and you use and rely on CIBT at your own risk.

When CIBT returns your passport and documents, it is important that you verify that all the visas you require for your trip have been obtained, that the personal information on those visas and your passport are accurate, the visas for each country you intend to visit are valid for the dates of your visit, and that your passport is valid for at least six months beyond the completion of your trip. Please note that CIBT cannot guarantee or warrant that it will be able to obtain your requested visa or visas or obtain such visa(s) by the date you request. All requirements, processing times, and fees: (i) are estimated based upon CIBT's experience, (ii) may vary according to information you provide to CIBT, (iii) may vary according to the specific answers in your applications, and (iv) are subject to change without notice.

The issuance of a visa or passport is entirely at the discretion of the issuing authority, and each country's immigration officials make the final entry decision even when valid visas are held. CIBT makes no guarantees that any issuing authority will approve the application(s) and/or issue any document in a timely manner and CIBT service fees only are for taking reasonable actions to foster such issuance. Non-refundable tickets or reservations should not be purchased until all necessary visas and passports for your travel are secured. You are advised to check directly with the consulate or embassy of each applicable country regarding all necessary visa requirements. Under all circumstances, you (and not CIBT) are responsible for making sure that you have complied with all necessary visa requirements.

By sending applications to CIBT for processing, you accept all of the requirements, restrictions and limitations on liability set forth herein and specifically agree and confirm that neither CIBT nor your travel company shall be liable to you for any failure to comply with the necessary visa requirements for your travel, for the action or inaction of any government body and/or for the performance by any third party delivery company. At all times and under all circumstances, CIBT's total liability to you for any and all claims, causes of action, liabilities and damages of any kind whether based in contract, tort, strict liability or any other theory of law shall not, in any circumstance or for any reason, exceed the lesser of the fees actually paid by you to CIBT or \$500. In no event shall CIBT be liable to you for any indirect, special, consequential or incidental losses or damages, including, without limitation, lost profits, loss of business opportunity, or for punitive damages, and your sole and exclusive remedy against CIBT for damages in connection with the failure to obtain a requested visa or visas in a timely manner shall be the return of the CIBT service fees actually paid by you or \$500, whichever is less.