



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## INDIA EMPLOYMENT SUSPENDED VISA FOR UNITED KINGDOM NATIONALS

- To obtain an Indian Employment visas the applicant must attend the Indian visa centre in person. However, Regent Visas can help you obtain one including meeting you at the visa centre.
- Passport
  - Has to have at least 2 blank visa pages.
  - Needs to be valid for at least 6 months from date of lodging.
- Previous nationalities:
  - If the applicant is of Afghanistan, Bangladesh, China, Iraq, Iran, Nigeria, Somalia or Sri Lanka origin, the application will be referred to India, the High Commission of India in London will retain the passport until the approval from India is received, this may take up to 8 weeks.
  - Applicants whose previous nationality was Indian, have to had their passports surrendered to the High Commission of India, before submitting a visa application. They must their original Surrender Certificate and copy of the cancelled Indian passport OR if they have travelled to India before, please provide the previous Indian visa.
  - Anyone of Pakistan descent will have their application referred to India for approval. This can take from weeks to months to get a decision. The visa might be restricted.
- Visa Application Form
  - Visa form completed online. Print and sign. [View Form](#)
  - You will find also find a link with this in our document pack.
- Photographs
  - Supply two recent photos measuring 50mm x 50mm (2" x 2") in size, and excluding the white border. They must be on an off whitish background.
- Print and sign the Letter of Authorisation.
  - You will find this in our document pack.
- Proof of Residency
  - Required for British dual nationals and only when applying with the non British passport. Supply a photo copy of the bio photo page from the British passport as proof of UK residency. No further documentary proof is required.
  - If the UK residence visa is in the form of a card or paper document, then supply only a photo copy of both sides of it. Also include a photo copy of the bio photo page from the passport it relates to.
  - If you do not have a visa for an Indefinite stay visa, then you must supply your current UK visa (if applicable) and copies of two identical utility bills (i.e.both gas bills). One must be the most recent, and the other must be dated between 24-30 months old.
  - Applicants that cannot provide these bills, must fill out a non resident form and will be referred between 10-15 working days and will be subjected to an additional £10 Embassy fee.
- Original UK company letter:
  - If the employer is outside of the UK, then the letter must state that there is no UK company and that the applicant is the sole representative.
  - It must include the following points:
    - State the city/cities of employment (if these are stated in the contract the relevant page number must be included).
    - State that an 'Employment visa' is being requested.
    - State the company of employment in India.
    - It must be fully addressed to the Indian Embassy in London.
    - Applicants full name.
    - The letter must be dated.
- A copy of the registration papers from the company offering the employment.
  - If using the Regent Visa Service for obtaining your visa, then you need to choose 'UK-London' as the India Mission place of lodging on the application form.
  - If the applicant was born abroad, then officially the visa application must be made with passport from that country. However, if a letter from the applicant is supplied stating that the applicant has never had any other nationality other than British, the the British passport

can be applied on. Please see 'Proof of Residency' further down for additional information.

- A copy of the applicant's employment contract and include the following points:
  - State the complete chain of employment from the UK, via any intermediate contracting company, to the company in India (in cases where the applicant is not being directly employed by an Indian company).

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- State the salary in Rupees, this must be highlighted.
- Must be signed by both parties.
- Evidence of academic qualifications in the field applied for i.e. a copy of the applicant's professional diplomas or certificates.
- Complete the 2 additional forms (they are included in the pack);
  - Employment Visa Undertaking form.
  - Additional Employment form.
- Authorization form. Complete by hand. This is available in our downloadable pack.
- Any dual national of Pakistani origin who holds a Pakistani passport, must apply with their Pakistani passport.
- Regent Visas Order Form:
  - You will find this in our document pack.
- Declaration form. Complete by hand. This is available in our downloadable pack.
- Important notes:
  - Regent Visas offer an Indian visa form filling and appointment making service. You can add this to your order by clicking on the 'Other Services' tab on our home page, and then choosing 'Other' from the drop down menu.
  - Kindly note on the standard & express services, the day of lodging will be on the appointment date chosen when the visa form was completed.
  - If using the Regent Visa Service for obtaining your visa, then you need to choose 'UK-London' as the India Mission place of lodging on the application form.
  - If the applicant was born abroad, then officially the visa application must be made with passport from that country. However, if a letter from the applicant is supplied stating that the applicant has never had any other nationality other than British, the the British passport can be applied on. Please see 'Proof of Residency' further down for additional information. This rule does not apply to Pakistani dual nationals.
  - The handling fee includes filling in/ checking your visa form.
  - Kindly note the Embassy may charge an additional compulsory SMS fee of £1.44
  - Kindly note the visa form is available for only a limited time on the Embassy site. It remains on their site for approximately 2 weeks and then falls off. Therefore applications should be made to the Visa Centre as soon as possible.
  - The India visa centre operates on an appointment system. It can take up to one week to get an appointment to lodge on the standard service. For an extra fee of £14.88 (on top of the Visa fees displayed on our site) the Indian visa centre allows applications to be lodged the next working day without the need for an appointment. Regent visas can still lodge your application even if an appointment has not been made. However, our product called 'Indian No Appointment surcharge' will be added to your order. This incurs an additional £49 plus vat per passport.

# REGENT VISAS ORDER FORM

## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

|          |                      |
|----------|----------------------|
| Line 1   | <input type="text"/> |
| Line 2   | <input type="text"/> |
| City     | <input type="text"/> |
| Country  | <input type="text"/> |
| Postcode | <input type="text"/> |

## EMAIL ADDRESS

## ONLY COMPANY

|                    |                      |
|--------------------|----------------------|
| Company name       | <input type="text"/> |
| VAT NO.            | <input type="text"/> |
| Purchase order No. | <input type="text"/> |

## APPLICANT DETAILS:

| No. | Name and Surname     | Nationality          | Passport number      |
|-----|----------------------|----------------------|----------------------|
| 1.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5.  | <input type="text"/> | <input type="text"/> | <input type="text"/> |

## VISA DETAILS:

| No. | Visa type                                     | Visa service type                      | Date of travel       | Documents required by |
|-----|---|--|----------------------|-----------------------|
| 1.  | <input type="text" value="India Employment"/> | <input type="text" value="Suspended"/> | <input type="text"/> | <input type="text"/>  |

## DISPATCH METHOD

|                               |                                  |
|-------------------------------|----------------------------------|
| In Person                     | <input type="radio"/>            |
| Special Delivery              | <input type="radio"/>            |
| To Be Confirm                 | <input type="radio"/>            |
| Pre-paid RMSD Enclosed        | <input type="radio"/>            |
| Pre 9am Special Delivery      | <input type="radio"/>            |
| Saturday Special Delivery     | <input type="radio"/>            |
| Saturday 9am Special Delivery | <input type="radio"/>            |
| Courier                       | <input checked="" type="radio"/> |

## PAYMENT METHOD

|   |                       |
|---|-----------------------|
| Cash (in person upon collection)            | <input type="radio"/> |
| Cheque (Please enclose cheque to this form) | <input type="radio"/> |
| Paypal                                      | <input type="radio"/> |
| BACS  | <input type="radio"/> |
| Card  | <input type="radio"/> |

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

## PRINT NAME

## SIGNATURE

## DATE