



## 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 BUSINESS SUSPENDED VISA FOR UNITED KINGDOM NATIONALS

- 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:
  - 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. If they have had previous Indian visas then there is no need to supply extra dox.
  - 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. However, it is very likely that a visa will not be issued, and it will be referred indefinitely. Because of this Regent Visas will need to charge you immediately..
- 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.
- Print and sign the Letter of Authorisation.
  - You will find 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.
- If an applicant holds a British and non-British passport, then they must apply on the British passport.
  - Photo copy of previous India Visa.
- Original UK company letter
  - It must include the following points:
    - Applicants full name.
    - Passport number and Nationality.
    - Passport Start date.
    - Passport Expiry date
    - Purpose of trip and the name of the company being visited.
    - The employer is financially responsible for the trip.
    - State the length of visa and amount of entries needed.
    - 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 be fully addressed to the Indian Embassy in London.
    - The letter must be dated.
- Invite letter from India:
  - It must include the following points:
    - Purpose of the trip.
    - Passport number and nationality.
    - Passport Start date
    - Passport Expiry date.
    - Applicants full name.

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- It must be fully addressed to the Indian Embassy in London.
- It does not need to be the original.
- It is important to mention the length of visa required and how many entries.
- The letter must be dated.
- It must state the name of the Company the applicant works for. This must match the applicants name on their visa form.
- Declaration form. Complete by hand. This is available in our downloadable pack.
- Media related job title
  - Media related Job title applicants must provide a letter from employer and from themselves stating the dates of travel and that no media work will be undertaken whilst in India.
  - Media related job title applicants could have their application forms with the passport referred in High Commission of India for up to 10-15 working days.
- Please see the list of extra requirements on the referral list included in our pack, for NON -UK Passport or Originating from Pakistan, Afghanistan, Bangladesh, Sri Lanka or China.
- A photocopy of the Passport details page with signature.
- A copy of the Indian Companys' Certificate of Incorporation.
- Regent Visas Order Form:
  - You will find this in our document pack.
- Any dual national of Pakistani origin who holds a Pakistani passport, must apply with their Pakistani passport. Supply last 3 months Bank statements. Original Pakistani ID – original gets handed back 2 days later. If you have ID get a Notarised letter saying you don't have ID is required.
- Important notes:
  - Regent Visas offer an Indian visa form filling 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.
  - 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, then 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.
  - You must enter and exit within the validity dates stated on the visa.
  - Kindly note the Embassy may charge an additional compulsory SMS fee of £2.00
  - 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. Regent Visas can book the appointment for you.
  - The Indian visa fee includes a delivery fee by DX back to you.
  - Currently all applicants must attend the appointment themselves. Regent Visas can book the appointment and meet you at the visa centre. This is included in our handling fee. We also check your applications ahead of the appointment.

# 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

VAT NO.

Purchase order No.

<input type="text"/>
<input type="text"/>
<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 Business"/>	<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