

**Checklist for Employment Visa Applications-Representative Office Applications**  
**工作签证申请审核表(代表处、办事处申请)**

Name: _____ (姓名) Passport Number: _____ (护照号)		Purpose of Visit: _____ (访问目的) Group No. if relevant: _____ (团号, 如有)		
		Yes/ 有?	No/ If not, why not? 没有? 如没有, 注明原因	For official use: Documents present?
1.	Completed and signed application form? (Signature on application form and passport should be the same.) 填写完整并在申请表上签名? (护照与申请表需签名一致)			
2.	One copy of the passport (the personal data page and signature page) and one copy of residence permit or work permit in case of foreign nationals (Signature on the Passport should be in ink and not with pencil.) 一份护照复印件(信息页和签名页)和居留许可或工作许可(外籍申请人)复印件(须使用墨水笔在护照上签名, 不可用铅笔)			
3.	Correct fee? 费用正确?			
4.	Recent 5cm x 5cms, front pose, full face photograph where the ears are visible in white backdrop. (Scanned Photo will not be accepted.) 近期 5CM*5CM 白色背景的正面照片, 面部与双耳图像清晰(不接受扫描或不清晰的照片)			
5.	Letter of Appointment from Indian Company and/or Copy of the contract signed between two parties 印度公司聘书及双方所签合同的复印件			
6.	No-Criminal Record Certificate issued by PSB/Police and duly attested by Notary (Non-Chinese applicants, may submit the above certificate issued by their respective Embassies) 由公安局/派出所出具的无犯罪证明公证书(外籍申请人可提交其国籍所在国的驻华大使馆出具的无犯罪证明)			
7.	Copy of Registration Certificate or Certificate of Incorporation or Approval to Opening the Office in India in respects of Indian Company. 印度主管部门签发的该代表处/办事处的登记注册证明复印件或批准设立此代表处/办事处的证明的复印件。			
8.	Copy of the Chinese ID Card. (both sides) ( Not required for non-Chinese nationals) 正反面身份证复印件(非中国籍申请人不需要)			

9.	Copy of qualifying educational certificates 教育资质证明复印件			
10.	Professional expertise Certificate 专业技术资格证			
11	Curriculum Vitae of the applicant 申请人的简历			
12	Covering Letter from Chinese company.(original with 1 copy) 出自中方公司的担保信（一份原件，一份复印件）			

Inquiry Officer to delete as appropriate（资料审核员根据适用情况选择）

1. The applicant has confirmed that s/he has no other documents to submit OR  
 申请人已经确认她/他不提交其他文件 或者
2. The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application taking more than normal processing time or being refused, but s/he has chosen to proceed with the application.  
 申请人已经递交了上述文件，我已通知其不提交所有必要文件会导致被拒签，但其选择继续提交请。

VISA Fee（签证费）		Name of applicant/representative submitting application 递交申请的申请人/代理人名称	
Service Fee（服务费）		Address 地址	
Courier Fee (If any) 快递费（如选）			
Other Fees（其他费用）		TEL 电话	

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 Name & Signature of Inquiry Officer（资料审核员签名）

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 Date/日期:

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 Applicant/ Representative's Signature（申请人/代理人签名）

IO	
SO	
DO	
PRO	
SCAN	
DC	