

## Visa Proforma

1. **Proforma 1:** Details of the Visa Applicant (*To be filled by all Business and Employment visa applicant*)
2. **Proforma 2:** Details of the Applicant's Current Employer
3. **Proforma 3:** Details of the Company/ Organization with whom the Applicant will be working in India (*For both Business Visa and Employment Visa*)
4. **Proforma 4:** Mandatory form in case of details of Equipment, Procurement, Construction (EPC) Contract / Installation & Commissioning work, OEM suppliers etc. (*For Employment Visa*)
5. **Proforma 5:** Information to be submitted by Company seeking Business Visa under PLI or similar other scheme of Government of India (*For Business Visa in case of PLI*)
6. **Proforma 6:** Running list of current Chinese / Foreign Employees employed by the company / on Project
7. List of the documents to be attached with Business Visa and Employment Visa

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**PART B: To be filed by Employment Visa Applicant only (Not applicable for Business Visa applicant)**

11.	Remuneration (including Salary, Allowances and Perquisites / Perks) offered as per the Contract  (In INR only)	
12.	Name of the company in India where applicant will be working	
(a)	Address and contact details of the company	
(b)	Position / Designation / Role that applicant will be holding with the company in India	
(c)	Duration of employment in India	
13.	Whether the job offered will involve:	

13.1 Installation and commissioning		13.2 Quality check and Essential maintenance		13.3 Production, IT& ERP Ramp-up		13.4 Training	
13.5 Supply Chain Development for empanelling vendors		13.6 Plant Design & Bring up		13.7. Senior Manager & Executive		13.8 Others	

If others, please specify:

14.	Has the applicant worked in other countries before	Yes / No
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In case of Yes, please share:

(a)	Name of Company	
(b)	Contact Details and address of the Company	

(c)	Details of project handled	
(d)	Period of stay	

15. I, hereby, undertake that the information provided above is true to the best of my knowledge and accept full responsibility for the information provided above.

Applicant Signature: .....  
Name: .....  
Mobile: .....  
Email: .....  
Date: .....

## **Proforma 2: Details of the Applicant's Current Employer**

### **Instructions:**

- To be filled by the authorised person of the current employer
- All Fields are mandatory and to be filled in English.
- Representative of the company may be called for an interview at the Embassy or through virtual mode, if required.
- The Proforma needs to be submitted with the visa application.
- The office seal/ stamp for authentication may be affixed only in the space provided.

1.	Name of the Company:	
2.	Year of establishment of the Company:	
3.	Address and contact details of the Company:	
4.	Nature of Ownership:	Private / State Owned Enterprise/ Joint Venture
(a)	If SOE, Name of the Government / Ministry it is working under:	
(b)	If JV, please give the breakup of ownership	
(c)	Shareholding pattern of the company  (Indicate the list of shareholders holding 5% or more shares in the Company)	
5.	Whether the company is:	Listed/ Non-listed
(a)	(If Listed, Name of the stock exchange where company is listed)	
6.	Sector(s) in which the Company is operating	
7. Please share a brief note about the Company.		

## 8. Additional information by the Company

(a)	If the company is a manufacturing company, please provide a brief note/ list of components/ Equipment/ Machinery manufactured by the company and its branches/ manufacturing plants	
(b)	If the Company is marketing/ trading company, please provide a brief note on the product(s) handled by the Company and its distributing network	
(c)	If the Company is in service sector, please provide a brief note on service(s) provided by the company	
(d)	If the company is R&D company, please provide a brief note on the research and development conducted by the company	
(e)	If the company is a Human Resource company, please share brief note on the sectors handled by the Company	
9.	Total turnover of the company in past three years	Year 2022:

		Year 2021:
		Year 2020:
10.	Major clients/ customers in China	
11.	Company's Market Share in China	
12.	Primary competitors in China	
13.	<p>Details of Company's Operations in South Asia.</p> <p><i>[The details should include Year of establishment, Scale of operations, Turnover, Number of Local and foreign employees, Address, contact details]</i></p>	
14.	<p>Details of Company's presence in India through subsidiary companies/ Joint Ventures etc</p> <p><i>(In case of multiple entities, please provide the information specified in 15(a) to 15(k) for all the entities separately by adding additional pages as annexures)</i></p>	
(a)	Nature of investment	<p>Subsidiary/ Joint Venture/ others</p> <p>In case of others, please specify</p>
(b)	Breakup of shareholding pattern (Shareholders holding more than 5% in the company)	
(c)	Value of total investment in India	

(d)	Details of the Directors of the Company	
(e)	Details of all offices in India including (Manufacturing, sales, trading, representative offices etc.) along with the year of establishments	
(f)	Number of employees employed by the company.  <i>Separate breakups for Indian/ Chinese/ Foreign Employees to be provided</i>	
(g)	Total turnover of such subsidiary/ JV etc in past three years	Year 2022:
		Year 2021:
		Year 2020:
(h)	In case of manufacturing unit, percentage of localization in India	
(i)	In case of manufacturing unit, percentage of imports from China  <i>If applicable, please provide specific details regarding components/ machinery/ equipment/ raw material imported from China</i>	
(k)	Primary competitors in Indian market	
15.	Are there any plans of expanding investments in India? If yes, please provide brief note on the same.	

16.	Does the company have agent/ partners/ distributors in India? If yes, please provide the name, address and contact details of all such entities.
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17. On the behalf of the company, I, hereby, undertake that the information provided above is true to the best of my knowledge and accept full responsibility for the information provided above.

(Signature of the Authorized Person)

Name of the Signatory **(Mandatory)**.....  
 Designation of the Signatory.....  
 Mobile No.....  
 Telephone Number (Landline).....  
 Email Address.....

Official Seal:

**Proforma 3: Details of the Company/ Organization with whom the Applicant will be working in India**

**Instructions:**

- To be filled by the authorised person of the prospective employer
- All Fields are mandatory and to be filled in English.
- Please mention "N/A", wherever the information sought is not applicable to the applicant.
- Representative of the company may be called for an interview at the Embassy or through virtual mode, if required.
- The Proforma needs to be submitted with the visa application.
- The office seal/ stamp for authentication may be affixed only in the space provided.

<b>Part A: Company's information</b>		
1.	Name of the Company:	
2.	Year of establishment of the Company:	
3.	Address and contact details of the Company:	
4.	Nature of Ownership:	(a) Indian-Owned (b) Joint Venture with Foreign Company (c) Wholly Owned Foreign Enterprise (d) Indian Public Sector Enterprise (e) Others
5.	Details of Shareholders of the company  (Shareholders holding more than 5% in the Company)	
6.	Details of Directors of the Company	
7.	Sector(s) in which the Company is operating	
8.	Please provide a brief note on the company. (Minimum 100 words)	

9. Details about company's operations in India

Details must include:

(a) Year of establishment; (b) Value of investments; (c) Projects undertaken (*Location wise*)

10. Financial and trade details in respect of the company:

Year	Total Turnover	Total taxes paid	Total Imports	Total Exports	Total Indian employees	Total Foreign Employees
2022						
2021						
2020						

11.	<p>Details of Chinese employees previously invited by the company</p> <p><i>(Details must include year-wise and project-wise details)</i></p>	
12.	Does company have any Joint Venture / partnership/ business dealing with the Chinese company?	Yes/ No
(a)	If yes, please specify the nature of dealings, shareholding ratio and the Name of Chinese companies	
13.	Details and Value of components/ machinery/ equipment imported from China	

	(Year-wise and project-wise details should be provided)	
14.	Whether the running list of Chinese / Foreign Employees as on date, as per the format given in Proforma 6 is enclosed?	Yes/No
15.	Please share the plans of future expansion in India, if any	

**Part B: To be filled with Employment Visa application(s) only (In addition to Part A)**

16.	Level of Skill required for the job	Unskilled / Semi-skilled / Skilled / Highly Skilled
(a)	Indicate minimum educational qualification required for the job	
(b)	Indicate minimum experience required for the job	
17.	Whether qualified Indian are available for the job / position / role offered to the applicant	Yes/No
18.	Has the company advertised the post (for which the applicant has applied for the job) in Indian media for hiring for this position?  If Yes, please provide details. If not, reasons, thereof.	
19.	If people with similar qualification available in India, please provide justification below why the applicant's appointment is required.	

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20. On the behalf of the company, I, hereby, undertake that the information provided above is true to the best of my knowledge and I accept full responsibility for the information provided above. I guarantee that the foreign personnel(s) involved in the execution of the project will abide by the Indian laws, rules and regulations at all time during their stay in India. The Company shall be responsible to ensure departure of the applicant from India upon expiry of visa.

(Signature of the Authorized Person)

Name of the Signatory (**Mandatory**).....  
Designation of the Signatory.....  
Mobile No.....  
Telephone Number (Landline).....  
Email Address.....

Official Seal:

**Proforma 4: Mandatory form in case of details of Equipment, Procurement, Construction (EPC) Contract / Installation & Commissioning work, OEM suppliers etc. (To be filled in addition to Proforma 3)**

**Instructions:**

- To be filled by the authorised person of the prospective employer
- All Fields are mandatory and to be filled in English.
- Please mention "N/A", wherever the information sought is not applicable to the applicant.
- Representative of the company may be called for an interview at the Embassy or through virtual mode, if required.
- The Proforma needs to be submitted with the visa application.
- The office seal/ stamp for authentication may be affixed only in the space provided.

1.	Name of the Contract	
2.	Contract Number & Date	
3.	Duration of the Contract	
4.	Nature of the Project	
5.	Location of the Project	
6.	Tender Number & Date <i>(If any Government agency is involved in funding/ approval)</i>	
7.	Tender Issuing Authority	
8.	Whether the copy of original contract has been shared with the Embassy at the e-mail ID [ <b>visa3.beijing@mea.gov.in</b> ]	Yes/No  If yes, date of the email
9.	Value of the Project ( <i>In Rs only</i> )	
10.	Start Date of the Project	
11.	Estimated duration of the Project	
12.	Whether any part of the overall project is funded by any Government agency. If yes, please provide details, thereof.	
13.	Anticipated total Number of Foreign workers required by Contracting Company (Category wise).	
	13.1. Highly Skilled	13.2. Skilled Technicians with Diploma/ Polytechnic degree
		13.3. Skilled workers with school level education
14.	Whether the running list of Chinese / Foreign	Yes/ No

	Employees as on date, as per the format given in Proforma 6 is enclosed?	
15.	<p>Please provide the details of previous projects with all Chinese companies, if any</p> <p>Year-wise details of each such project shall be separately mentioned in the following format:</p> <p>(a) Value of the contract  (b) Nature of the project  (c) Location of the project  (d) Name and contact details of the Chinese company  (e) Total Number of Chinese nationals invited for the project  (f) Whether the project is completed/ ongoing  (g) Value of Equipment/ machinery imported from China</p>	

16. On the behalf of the company, I, hereby, undertake that the information provided above is true to the best of my knowledge and I accept full responsibility for the information provided above. I guarantee that the foreign personnel(s) involved in the execution of the project will abide by the Indian laws, rules and regulations at all time during their stay in India. The Company shall be responsible to ensure departure of the applicant from India upon expiry of visa.

(Signature of the Authorized Person)

Name of the Signatory (**Mandatory**).....  
Designation of the Signatory.....  
Mobile No.....  
Telephone Number (Landline).....  
Email Address.....

Official Seal:

**Proforma 5: Information to be submitted by Company seeking Business Visa under PLI or similar other scheme of Government of India**

**Instructions:**

*To be filled by Authorized Person of the Indian company under the PLI Scheme or other applicable scheme*

*All Fields are mandatory and to be filled in English.*

*Please provide the information in clear and detailed manner.*

*Please mention "N/A", wherever the information sought is not applicable to the applicant.*

1.	Name of the Company:	
2.	Year of establishment	
3.	Address of the Company:	
4.	Contact details of the company	
5.	Details about company's operations in India.	
6.	Sector in which Company is dealing	
7.	Name of the Project	
8.	Name of the Partner company for which visa is sought	
9.	Date of initiation of the project under PLI Scheme	
10.	Tentative date by which project is expected to be completed	

11.	Size of the Project ( <i>In Rs.only</i> )									
12.	Details of the PLI project including total investment									
13.	Number of foreign partners involved									
14.	Details of foreign partners									
15.	Whether the applicant is a third-party engineer/ technician/ expert	Yes/ No								
16.	Whether the relevant Line Ministry has confirmed the name of third party vendor	Yes/ No								
17.	Whether sponsorship letter from inviting Indian company attached?	Yes/ No								
18.	Anticipated total Number of Foreign workers likely to be required by the company under relevant Scheme									
19.	Total Number of Employees as on date	<table border="1"> <tr> <td>Indian</td> <td></td> </tr> <tr> <td>Chinese</td> <td></td> </tr> <tr> <td>Other Nationals (Country-wise)</td> <td></td> </tr> </table>	Indian		Chinese		Other Nationals (Country-wise)			
Indian										
Chinese										
Other Nationals (Country-wise)										
20.	Whether the running list of Chinese / Foreign Employees as on date, is as per the Proforma 6 enclosed?	Yes/ No								
21.	Total number of Chinese/ Foreign worker expected to be invited									
22.	Category-wise Number of foreign employees who would be invited under this scheme	<table border="1"> <tr> <td>22.1 Installation and commissioning</td> <td></td> <td>22.2 Quality check and Essential maintenance</td> <td></td> <td>22.3 Production, IT&amp;ERP Ramp-up</td> <td></td> <td>22.4 Training</td> <td></td> </tr> </table>	22.1 Installation and commissioning		22.2 Quality check and Essential maintenance		22.3 Production, IT&ERP Ramp-up		22.4 Training	
22.1 Installation and commissioning		22.2 Quality check and Essential maintenance		22.3 Production, IT&ERP Ramp-up		22.4 Training				

22.5 Supply Chain Development for empanelling vendors	22.6 Plant Design & Bring up	22.7 Senior Manager & Executive	22.8. Others
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If others, please specify:

23.	Strategies adopted by the company to replace foreign personnel with Indian manpower	
24.	Time line by which these strategies will take effect	
25.	Name and contact details of the Nodal Compliance Officer who will ensure that training is provided to Indian workers who will replace foreign workers within a fixed time-frame.	

**On behalf of the company,**

26. I, hereby, undertake that Indians will be trained to replace the foreign workers within a fixed time-frame, and keep the local FRRO informed of the action taken in this regard.

27. I, hereby, undertake that this visa applicant has not been invited as a fresh batch of foreign worker against an old batch.

28. I, hereby, confirm that the said applicant who has been invited is not a replacement/rotation of an existing worker who has been granted Business Visa under the PLI or similar scheme for the same job earlier.

29. I, hereby, undertake that the information provided above is true to the best of my knowledge and I accept full responsibility for the information provided above. I guarantee that the foreign personnel(s) involved in the execution of the project will abide by the Indian laws, rules and regulations at all time during their stay in India. The Company shall be responsible to ensure departure of the applicant from India upon expiry of visa.

(Signature of the Authorized Person)

Name of the Signatory (**Mandatory**).....  
 Designation of the Signatory.....  
 Mobile No.....  
 Telephone Number (Landline).....  
 Email Address.....

**Official Stamp**

**Proforma 6: Running list of current Chinese / Foreign Employees employed by the company / on Project**

(Updated as on date .....)

**Instructions:**

*To be submitted duly with visa application.*

*The list should be duly signed and sealed by the Authorized Person of the company.*

SI No.	Names of Foreign National	Nationality	Passport No.	Visa no.	Date of Joining the Project / Job	Date of Termination of employment contract for the Project

(Signature of the Authorized Person)

Name of the Signatory (**Mandatory**).....  
 Designation of the Signatory.....  
 Mobile No.....  
 Telephone Number (Landline).....  
 Email Address.....

Official Seal:

**Documents to be attached while submitting Visa applications**

### **A. Documents required for Business Visa**

1. Business License of the applicant's company and its authenticated English translation or CCPIT Registration Certificate of Incorporation
2. In case of State Owned Enterprise (SOE), a letter of request from FAOs/ SASAC/ MFA or any other duly authorised Chinese organisation
3. Certificate of Incorporation/ PAN of the Indian Company/ Proof of registration of Firm in the State Industries Department of the Export Promotion Council
4. Resume of the applicant
5. Certificate of Educational Qualification
6. Certificate of Professional Expertise, if applicable
7. Detailed itinerary of the Visit
8. DGFT License (IEC) of the Indian company, wherever applicable
9. Proforma 1 [Filled by the applicant]
10. Proforma 2 [Filled by the Current Company]
11. Proforma 3 [Filled by the inviting company]
12. Declaration and document proof by the visa applicant stating an annual income

### **B. Documents required for Employment Visa**

1. Resume of the applicant
2. Certificate of Educational Qualification
3. Certificate of Professional Expertise, if applicable
4. Employment contract signed between the applicant and Indian company (explicitly stating the annual income).
5. Updated organogram of the Company with the Job profiles and Name of the employees
6. Proforma 1 [Filled by the applicant]
7. Proforma 2 [Filled by the Current Company]
8. Proforma 3 [Filled by the inviting company]
9. Proforma 4 [Filled by the inviting company]
10. Proforma 6 [Filled by the inviting company]
11. Business License of the applicant's company and its authenticated English translation or CCPIT Registration Certificate of Incorporation
12. In case of State Owned Enterprise (SOE), a letter of request from FAOs/ SASAC/ MFA or any other duly authorised Chinese organisation
13. Certificate of Incorporation/ PAN of the Indian Company/ Proof of registration of Firm in the State Industries Department of the Export Promotion Council

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