



## 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 CONFERENCE STANDARD-WITH APPOINTMENT 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:
  - 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.
- If an applicant holds a British and non-British passport, then they must apply on the British passport.
- Original UK company letter:
  - Include the following points:
    - 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.
    - Applicants full name.
    - Passport number and Nationality.
    - Purpose of trip and the name of the company being visited.
  - It must include the following points:
    - The employer is financially responsible for the trip.
    - State the length of visa and amount of entries needed.
    - The letter must be dated.
- Invite letter from the Indian Conference organisers:
  - Include the following points:
    - It must be fully addressed to the Indian Embassy in London.
    - It is important to mention the length of visa required and how many entries.
    - Purpose of the trip.
    - Passport number and nationality.
    - Applicants full name.
  - It does not need to be the original.

## **INDIA CONFERENCE STANDARD-WITH APPOINTMENT VISA FOR UNITED KINGDOM NATIONALS**

- The following documents are required from the Indian Government:
  - Clearance from the concerned State Government.
  - Political clearance from the M/O External Affairs, Government of India.
  - Administrative of the Nodal Ministry, Government of India.
  - A copy of the Event clearance from the Ministry of Home Affairs, Government of India.
- Authorization form. Complete by hand. This is available in our downloadable pack.
- 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.
- 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.
- 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 an appointment system, pre-booked online.

# 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 Conference"/>	<input type="text" value="Standard-with appointment"/>	<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