

CANADA BUSINESS / CONFERENCE VISA

Documents	Particulars
Passports	* Original Passport with atleast 6 months validity and atleast 2 blank pages. * Original old passport booklets if any
Photographs	* Digital Photo * White background; Glossy finish; 80% face coverage with a little shoulder to be seen; Eyes and face to be clearly visible; Dimensions: 45mm x 35mm
Covering Letter	* A covering letter per individual / family/ company addressed to The Visa officer, High Commission of Canada * The Covering Letter should brief the profile of the applicants and the purpose of travel with travel dates * Covering Letter has to be on the company letterhead for officials / sponsored applicants
Bank Statements	* Original 6 months personal and company's online bank statements * Bank statements should be of relevant and active accounts which shows the proof of funds and income * Bank statements should be of a closing date closer to the date of visa application
IT Returns	* Latest 3 years Income Tax Acknowledgement / ITR-V (Sara) of individuals and the company
Itinerary / Air tickets	* Return airtickets with all internal flight (if available).
Purpose of Travel / Accommodation	* Original Introduction letter from the employer on a business letterhead signed & stamped by HR or directorate mentioning your position, duration of your service, the dates and purpose of the trip and if your expenses are being covered by the employer/company. This letter must include the full name of the company, company contact, address, telephone and fax number. * Invitation letter must come from the party in Canada with whom you will conduct direct business and must include the company name, full name of the inviter, title, business address, email, website address, telephone and fax numbers. The letter must include a brief summary of the reasons for the invitation including details of the business activities, duration of trip, statement specifying who will be responsible for all expenses related to the trip. * If you are attending a trade show or other business conference:- A letter from the conference organizer confirming your registration.
Supporting Credentials	Businessmen: * Proprietorship certificate / Certificate of Registration / Memorandum of Association, Articles of Association / Partnership Deed / PAN Card * NOC from other partners or Directors in case of partnership Employees: * Leave sanction letter from the company (from the Government body in case of Government employees / public servants) * Last 3 months Salary Statements (only for Private firms) * Company ID card (optional) * Retirement Certificate or Letter / Copy of Pension Book (for retired employees) * Pension statements for the last three months; Students: * Leave sanction letter from the educational institution (for travel during working days) * Bonafide Certificate from the educational institution (for travel during vacations) * School/ College ID card (optional) Newly Wed / Honeymooners (if the spouse's name is not endorsed in their passports): * Marriage Certificate (Original) * Wedding Invitation card / Photographs (in case the marriage certificate is not ready) Children travelling and unaccompanied by both the parents / either parent * A notary attested NOC on a stamp paper from both / either of the parent respectively if both/either of them unaccompany * Passport copies / copy of both / either of the parents * In case parents don't have passports, birth certificate of the applicant and copies of the ID cards of the parents. Travellers unaccompanied by spouses/partners * A notary attested NOC on a stamp paper from the unaccompanied spouse * Passport copy of the unaccompanied spouse. If not a passport holder, any Govt ID Proof mentioning spouse name can be submitted. Additional supporting documents if available * FD Receipts from banks * Public shares / debentures certificate * Asset evaluation report from a CA
Disclaimers	* The above list of documents are the standard requirements for the visa application. The Embassy / Consulate/ High Commission/ Application Centres hold the rights to demand further documents for verification. * BPVS offers Visa Facilitation services to our customers against a Service Fee * BPVS at no stage guarantees the outcome of any visa application. The decisions on the Visa applications would be at the sole discretion of the respective Embassy/ Consulate / High Commission

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