

# **CHECKLIST (SALARIED)**

## **Documents Required**

- 1) All Passports (Expired & Current)
- 2) 1 Photograph (70-80 % Face, White Background)
- 3) \*Invitation/Hotel Booking
- 4) Salaried/job Documents: ID card, 6 months' pay slips, No Objection Certificate, Letter from the employer (about your Current Role/position, income, working since etc) in the company, visiting card(if any)  
FORM 16 (if Govt. Employee)
- 5) Income tax Returns – latest 3 Years.
- 6) Bank statement – 6 months (up to date, Stamped & signed by the bank)
- 7) Financial supports (LIC-fund/Surrender value, Public Provident Fund Statement, Fixed Deposits, Mutual Funds SIP - statement, Property Valuations, National Savings Certificates or any other Investments)
- 8) Adhaar card & Driving Licence (Optional)
- 9) If Name change: Certificate is required.
- 10) Vaccination Certificate with two doses (Passport Updated).

## Details Required

- 1) During the last five years, have you lived outside your Country for more than 6 months?? If yes: mention  
 Country name..... Location.....  
 From..... To.....Purpose.....
- 2) Marriage date.....
- 3) Previous Marriage? Name..... DOB..... Marriage date..... End Date.....
- 4) US PR CARD? Document number.....& expiry.....
- 5) Personal Contact No.....
- 6) Email id.....
- 7) Education details if Graduate or Above:  
 From (dd-mm-yyyy)..... To (dd-mm-yyyy).....  
 Field of study.....University Name.....  
 .....
- 8) Employment of last 10 Years:
  - a) From (dd-mm-yyyy)..... To (dd-mm-yyyy).....  
 Occupation.....  
 Organization name.....
  - b) From (dd-mm-yyyy)..... To (dd-mm-yyyy) .....  
 Occupation .....  
 Organization name.....
- 9) Purpose of travel.....
- 10) Date of travel: From..... To .....
- 11) Travel History:

Country	Location	Purpose	From (dd/mm/yyyy)	To(dd/mm/yyyy)

12) Canada Visa rejected earlier?? (Y/N) .....Mentioned Year.....

13) Given name, Surname, Date of birth, Marital status, Country of Birth, Present Occupation, Present Address, of the following:-

If anyone deceased: Also mention the Deceased Date & City

a) Spouse.....

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b) Mother.....

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c) Father.....

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d) Brother/s.....

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e) Sister/s.....

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f) Son/s.....

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g) Daughter/s.....

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**Details:**

i. \*If **Invitation**- Invitation letter(signed), 6 Months Bank Statement, Tax Returns for 3 Years, Passport, Status proof, Electricity bill, Water Bill, Tv bill.

**In Case of Employment or Salaried:** 6 Latest Salary Slips, ID card, Letter from Employer about current employment.

**In Case of Business:** Mention the Details (current role, income, years spend in business) of Business in the Letter Head (Stamped & Signed)

ii. Processing time: 20 to 25 Days, Fees: 25000 INR.