

# Letter of Authorisation

Date: \_\_\_\_\_

Dear Sir/Madam,

This letter is to confirm that I, \_\_\_\_\_

(Full Name of Applicant)

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_, Passport number \_\_\_\_\_ authorise my nominee

(Name of the authorised nominee with full details) \_\_\_\_\_

**India Travel Centre**, 40, Cuckmere Crescent, Gossops Green, Crawley, West Sussex. RH11 8DL. Ph: 0845 500 2426,  
Landline : 01293 520 960, to submit and collect my processed passport for Indian Visa from **India Visa Application Centres** operated by VFS.

Yours faithfully,

\_\_\_\_\_ (Applicant's Signature)

\_\_\_\_\_ (Applicant's Name)

# DECLARATION

I .....hereby undertake that I shall utilise my visit only for the purpose of which, Visa has been applied, and shall not on arrival in India try to extend my stay for any other purpose. I also declare that I am present in the UK on the date of making this application and that all the information given by me here is true, accurate and complete,

I understand that my visa application is being handled through VF Services (UK) Limited (VFS), service providers in the United Kingdom appointed by High Commission of India, London. I am aware that the grant or refusal of visa is at the sole discretion of the High Commission of India and VFS is not responsible for the same or for any delay in the receipt of the visa. The processing of your application including processing time is subject to the procedures and timescales of the Indian High Commission over which VFS has no control I hereby agree to the VF Services (UK) Terms and Conditions including Disclaimer and VFS Data Protection Policy current at the date of my application (downloadable from <http://in.vfsglobal.co.uk>). I accept that application fees are not refundable, except as covered by VFS's refund policy, and are payable even if a visa is not granted. I accept that VFS limits its liability for replacement of lost passports or other travel documents, to refund of my application fee, and reimbursement of government fees in accordance with the VFS refund policy. I am responsible for the accuracy of my application form, and I accept that if VFS checks my application form, it does not guarantee that it will find any errors, and does not verify information I have provided. I accept that VFS excludes all other liability in relation to my application and advice or information given to me, including for breach of contract or negligence.

I acknowledge and agree that my application and associated data will be processed in a accordance with the VFS Data Protection Policy (downloadable from <http://in.vfsglobal.co.uk>), and that my data may be processed by an affiliated company which may be a part of the VFS group of companies or a sub-contractor for VFS, and that such processing may take place in India but subject to the same standards as apply in the United Kingdom.

**Important Note:** Suppression of facts or furnishing misleading/false information will result in denial of visa without assigning any reason. Visa fee once tendered is non-refundable and subject to change without notice. After receipt of visa ensure name, spellings, passport number, type and validity visa is given correctly. Visa is valid from date of issue. It is advisable to make travel arrangements after obtaining appropriate visa.

PLACE & DATE \_\_\_\_\_ Signature of the Applicant \_\_\_\_\_

## WHAT WE NEED FROM YOU

### Tourist Visa:

- Online visa application form completed, printed and signed on both pages at given places
- You must choose Indian mission as UK London ( Second question on Visa form )
- Your Passport and 2 photos of 50mm by 50mm ( 2 inch by 2 inch )
- Letter of authorisation and declaration form completed and signed
- For children under 16, we also need a copy of full size birth certificate with Father and Mother's name, letter of consent from both parents and passport copies of both parents
- We also need a letter of undertaking from you if your occupation is one of the following: Police, Armed Forces, Government Service / Civil Servant, Lawyer, Researcher, Media Related: writer; Photographer: Film Director; Sound / Film Engineer, Religious Ministers/ Priests, Charity worker, Pilot/ Cabin Crew, Social Worker / Care or Support worker, Dancers / Performers ( Sample letter of undertaking is available from [www.indiavisa.co.uk](http://www.indiavisa.co.uk) ).
- Payment and prepaid self addressed special delivery return envelope
- Fee for 1 Year Tourist Visa: Standard 10 working days £169; 3/4 Working days Fast Track Express Service £199.
- These charges includes visa fee and handling charges
- Cheques or Postal orders should be made payable to "India Visa"
- You can also make a bank transfer to the following Bank account
- Account Name: India Visa, Bank: Lloyds Bank Plc, Account Number: 47533960, Sort Code: 77-20-27, BIC: LOYDGB21A80, IBAN: GB89 LOYD 7720 2747 5339 60.
- Please put applicant's full name as payment reference and email us the payment confirmation slip

### Business Visa:

**Please note that the length of Visa mentioned in Invitation Letter, Letter of Support from UK based company as well as number of months mentioned in Online Visa Application should be same. e.g. if you are applying for 12 months Visa then it should be 12 months in Letter of Invitation , Letter of Support from UK based company and Visa Application Form.**

- Online visa application form completed, printed and signed on both pages at given places
- Your Passport, 2 photos of 50mm by 50mm, letter of authorisation and declaration form
- \* Letter of invitation from the Indian Company and a letter of support from UK Company  
On their letter headed paper with full contact details and signed by authorised person

( for sample letters visit [www.indiavisa.co.uk](http://www.indiavisa.co.uk) and click on Indian business visa ).

- Payment options as above.
- Fee for 1 Year Business Visa: Standard 10 working days £259; 3/4 Working days Fast Track Express Service £299; Same day Urgent Business Visa £475. This includes all visa fee and handling charges.

**For all other types of visas and their requirements please visit [www.indiavisa.co.uk](http://www.indiavisa.co.uk)**

Please send all documents by Royal Mail Special Delivery to the Following Address:

India visa

40 Cuckmere Crescent

Gossops Green

Crawley

RH11 8DL.

Tel: 0845 500 2426

Landline: 01293 520 960

Email: [enquiry@indiavisa.co.uk](mailto:enquiry@indiavisa.co.uk)

India Visa is authorised agents of VFS Global London registered as India Travel Centre.