

EMPLOYMENT VISA CHECKLIST

(To be filled by applicants and below mentioned documents to be attached in the serial order.)

Name of Applicant: _____

Name of employer in India with address: _____

Post offered : _____

Net salary offered in USD: _____

Please check if the following attachments are there or not

Yes

- 1. **Appointment Letter** – must contain the above details
- 2. **Contract Letter** – “Employment Contract” must be detailed with signature of both employer and employee
- 3. **Resume**
- 4. **Tax Liability Letter:** Company to certify that it will be liable/take responsibilities to pay taxes on behalf of applicant
- 5. **1% certificate:** Company to certify that the number of Foreigners already assigned to India in the particular project will not exceed 1% of the total workforce employed in the project. And within 1%, Foreigners should not exceed more than 20 employees
- 6. **In case the Indian company is hiring:** Registration certificate to be attached.
- 7. **Employee Details Form**
- 8. **Justification Letter**
- 9. **Project Details**

Below is for Trivisa use only:

SPECIAL REMARKS:

Checked by: _____ Date: _____