

### Employment Visa Checklist

An Employment Visa (E-1 or E-2 or E-3) may be granted to a foreigner subject to fulfilment of the following conditions:

The applicant is a highly skilled and/or qualified professional, who is being engaged or appointed by a company/ organization/ industry/ undertaking in India on contract or employment basis

Documents required:

Original passport with minimum 6 months validity and 2 blank pages and a copy of the first page of the passport.

An Indian Government visa application form duly filled in online and signed on pages 1 and 2 (<https://indianvisaonline.gov.in/> )

Two photographs conforming to Indian Government norms as per specifications mentioned on our website (5 cm \* 5 cm) **Photographs and Photocopy facility is not available in Embassy.**

Minimum 2 years valid stay in the Netherlands.

Proof of educational qualifications

Letter from his previous Dutch company if applicable.

Visa validity and number of entries depends on each application, depending on the requirement.

Original copy of Employment Contract between Indian Employer and applicant. Contract is to be signed by both parties on each page. Salary/ remuneration paid in India and in Indian Currency only (more than INR.16.25 lacs per annum)

If travelled previously on Employment visa, a copy of IT return to be attached for the previous employment period.

There shall be a separate letter by the Indian employer, listing all payments made to the employee outside India by parent/ subsidiary/sister entity or otherwise, including social security, pension and any other contributions in the Netherlands or elsewhere to the nearest approximate value in original currency as well as Indian Rupees. The employer shall state in this letter that all such income shall be disclosed in the income tax return in India for the employee.

Employment Visas - undertaking from the concerned Indian company on the following lines :

Format of undertaking:

We take full responsibility for the activities and conduct of Mr/Mrs/Ms \_\_\_\_\_ national of \_\_\_\_\_ during his/her stay in India. If anything adverse comes to notice during this period, we undertake to repatriate him/her at our cost. Date/Seal \_\_\_\_\_ Signature of competent authority.

For Employment visa dependents, a copy of a marriage certificate and visa (in case of spouse) and copy of birth certificate and visa (in case of children).

Self addressed pre-paid courier envelop (A4) to send processed document to the applicant.