

Proforma 3: Details of the Company/ Organization with whom the Applicant will be working in India

Instructions:

- To be filled by the authorised person of the prospective employer
- All Fields are mandatory and to be filled in English.
- Please mention "N/A", wherever the information sought is not applicable to the applicant.
- Representative of the company may be called for an interview at the Embassy or through virtual mode, if required.
- The Proforma needs to be submitted with the visa application.
- The office seal/ stamp for authentication may be affixed only in the space provided.

Part A: Company's information

1.	Name of the Company:	
2.	Year of establishment of the Company:	
3.	Address and contact details of the Company:	
4.	Nature of Ownership:	(a) Indian-Owned (b) Joint Venture with Foreign Company (c) Wholly Owned Foreign Enterprise (d) Indian Public Sector Enterprise (e) Others
5.	Details of Shareholders of the company (Shareholders holding more than 5% in the Company)	
6.	Details of Directors of the Company	
7.	Sector(s) in which the Company is operating	
8.	Please provide a brief note on the company. (Minimum 100 words)	

9.	<p>Details about company's operations in India</p> <p>Details must include:</p> <p>(a) Year of establishment; (b) Value of investments; (c) Projects undertaken (<i>Location wise</i>)</p>
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10. Financial and trade details in respect of the company:

Year	Total Turnover	Total taxes paid	Total Imports	Total Exports	Total Indian employees	Total Foreign Employees
2022						
2021						
2020						

11.	<p>Details of Chinese employees previously invited by the company</p> <p><i>(Details must include year-wise and project-wise details)</i></p>	
12.	<p>Does company have any Joint Venture / partnership/ business dealing with the Chinese company?</p>	Yes/ No
(a)	<p>If yes, please specify the nature of dealings, shareholding ratio and the Name of Chinese companies</p>	
13.	<p>Details and Value of components/ machinery/ equipment imported from China</p>	

	(Year-wise and project-wise details should be provided)	
14.	Whether the running list of Chinese / Foreign Employees as on date, as per the format given in Proforma 6 is enclosed?	Yes/No
15.	Please share the plans of future expansion in India, if any	

Part B: To be filled with Employment Visa application(s) only (In addition to Part A)

16.	Level of Skill required for the job	Unskilled / Semi-skilled / Skilled / Highly Skilled
(a)	Indicate minimum educational qualification required for the job	
(b)	Indicate minimum experience required for the job	
17.	Whether qualified Indian are available for the job / position / role offered to the applicant	Yes/No
18.	Has the company advertised the post (for which the applicant has applied for the job) in Indian media for hiring for this position? If Yes, please provide details. If not, reasons, thereof.	
19.	If people with similar qualification available in India, please provide justification below why the applicant's appointment is required.	

20. On the behalf of the company, I, hereby, undertake that the information provided above is true to the best of my knowledge and I accept full responsibility for the information provided above. I guarantee that the foreign personnel(s) involved in the execution of the project will abide by the Indian laws, rules and regulations at all time during their stay in India. The Company shall be responsible to ensure departure of the applicant from India upon expiry of visa.

(Signature of the Authorized Person)

Name of the Signatory **(Mandatory)**.....
Designation of the Signatory.....
Mobile No.....
Telephone Number (Landline).....
Email Address.....

Official Seal: