

Instruction of Dispatch Letter 派遣函的内容及格式要求

- I. Only original is acceptable. 派遣函必须是原件
- II. The letter should be printed on proper paper with company letterhead. 请采用含公司抬头的公文信笺
- III. Content of the letter must include below details, 派遣函的内容应涵盖以下事项:
 - i. The date of the letter issued 派遣函签发日期
 - ii. Inside address and attention line: The name and address of the person/institution you are writing to (i.e. Visa Section of Consulate General of India, Guangzhou, etc.) 收件人姓名及单位, 例如: 致印度驻广州总领事馆
 - iii. Body of the letter 正文内容:
 - ✓ **Brief product/trading profile of the company, if it is a manufacturing company**
若派遣公司为生产性企业, 需提供产品/贸易简介
 - ✓ **Brief trading profile, if it is only a trading company**
若派遣公司为贸易企业, 需提供贸易简介
 - ✓ **Nature of its core business**
公司的主要商业特性
 - ✓ **Nature of its existing or proposed business with India**
该公司与印方公司已存在或即将产生的商务往来特性
 - ✓ Applicant's personal detail, including the full name, passport number, ID number (optional), occupation, etc. 签证申请人的拼音全名、护照号码、身份证号码、职务等
 - ✓ Specific purpose of the trip. 出行目的
 - ✓ The name of the Indian company and its address where the person is going to visit. 印度邀请方的名称及地址
 - ✓ How long will the person stay in India and when will s/he come back to China. 访问起止日期
 - ✓ Some details about the accommodation and living expense (who will be the expenses sponsor, guarantee that the person would abide by the local laws & regulations when visiting India, and return on schedule, etc.) 访问印度期间的费用情况, 如公司是否承担该行程的费用, 申请人是否会按时回国等
 - iv. The closing 落款:
 - ✓ Signature of the principal (the person who execute the dispatch must sign on the letter) 公司负责人或派遣者的亲笔签名
 - ✓ Name of the principal 公司负责人或派遣者的拼音全名
 - ✓ Title / Occupation of the principal 公司负责人或派遣者的职位
 - ✓ Company name 公司名称
 - ✓ Company address and contact numbers in case the same is not mentioned on letter head
公司地址、电话 (该项若在抬头纸上有所述, 可在落款处省略)