

# V.I.E. COUNTRY MEMO

## INDIA

*Are you planning a V.I.E. assignment in this country? Read all the information and obligations required to start the project. **Steps to be taken jointly by the company in France, the local company and the applicant.***

### POINTS TO REMEMBER TO START AN INTERNSHIP

Under the terms of a bilateral agreement, the local authorities restrict the V.I.E. scheme to applicants of French nationality.

Type of visa	Student visa "V.I.E. Program" Internship (S-6)	Additional costs over 12 months <sup>1</sup> : - Visa procedure	- from around €85
Status of the V.I.E.	V.I.E. Student Intern	Start of assignment on site <sup>2</sup>	Not permitted
Duration of assignment	6 to 24 months maximum (12 months + 12 months renewable)	Start of assignment in France	Authorised subject to obtaining an S-6 visa and for a maximum period of one month in France after obtaining the visa
Specific conditions	Constraints linked to the applicant's profile / Quota of 250 V.I.E. departures per year / Need for the applicant to have their diploma apostilled in France	Shortest possible time to start the assignment <sup>3</sup>	9 weeks for a start date on the 1 <sup>st</sup> of the month

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<sup>1</sup> Costs are in addition to the allowance and management fees, estimated in euros according to the exchange rate in force on the date of the update of the Country Memo; this is a non-exhaustive estimate (excluding the payment of a housing allowance, travel costs incurred for the visa application, other special cases such as an expedited visa application, etc.).

<sup>2</sup> If the applicant has had a remunerated activity known to the tax authorities in the country of assignment or his/her main residence locally before the departure on the assignment: the start on site is authorised provided that the company validates the potential tax risk identified by Business France after analysis of the application.

<sup>3</sup> Estimate of the shortest possible start time, excluding businesses not yet approved by Business France and other reasons that may extend processing times (incomplete applications, etc.).

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## PREPARATION PROCEDURE



### VALIDATE ALL ASPECTS OF THE ASSIGNMENT

In addition to the conditions of eligibility for the V.I.E., the French company must consider its project within the framework of the prerequisites imposed by the destination country.

#### > PROFILE OF THE APPLICANT

The Franco-Indian agreement recognising the V.I.E. program is open to applicants who meet the following cumulative criteria:

- ✓ French nationality
- ✓ with at least a BAC+3 degree and **less than one year's experience** at the date of the visa application
- ✓ up to a limit of 250 S-6 visas issued per year.

**French applicants with more than one year's experience** are not eligible for the V.I.E. program in India, as they are expressly excluded by the agreement with the Indian authorities.

*The issue of a residence card is a sovereign decision at the discretion of the authorities of the country of assignment, which may refuse an application or require additional criteria for granting the residence card.*

*Business France is allowed to process assignment files up to a quota of 250 S-6 visas issued per year. Depending on how much of the quota has been used up, Business France may postpone the processing of an application until the following year in order to comply with the quota imposed by the Indian authorities.*

#### > HOST ORGANISATION

Any type of local organisation can host a V.I.E., as long as it can prove that it has a legal link or partnership with the French company and appoints a local tutor to supervise the V.I.E.:

- ✓ Any local presence of the French company
- ✓ Business partner of the French company

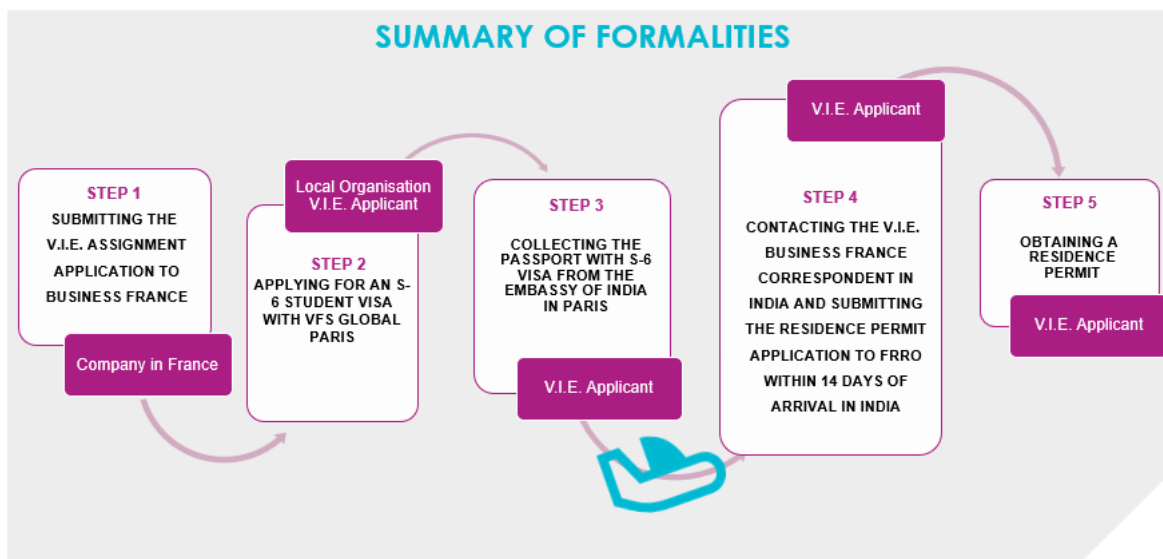
✓ Host organisation: *to obtain the list of available host organisations, the company must contact its V.I.E. sales representative.*

### > NATURE OF THE ASSIGNMENT

The V.I.E. program is formative in nature. The V.I.E. cannot hold a managerial position.

## RESIDENCE CARD AND ADMINISTRATIVE FORMALITIES

Once the applicant has been identified, the company sends the request for a new assignment via the E-VIE client extranet. The visa application is done **in 5 steps**:



### > THE APPLICANT OBTAINS AN S-6 STUDENT VISA

The applicant prepares the S-6 student visa application file by completing the information provided by the local company:

The Indian host organisation will provide the applicant with the following documents:

- ❑ **The official letter requesting an S-6 visa**, written in English and addressed to the Embassy of India in Paris, based on the template available in Appendix 1 of this Memo;
- ❑ **The Incorporation Certificate**, showing that the company has been registered in India. In the case of a branch, liaison office or purchasing office, the French company will issue a certificate stating that the host organisation is not registered;
- ❑ **Only if the assignment operates in the defence or aeronautics sectors**: contact the V.I.E. correspondent at the Business France India Office to obtain a template certificate. The host organisation must write a letter, using the template provided by the V.I.E. correspondent, in which it undertakes to limit the V.I.E.'s movements to authorised sites only.

The applicant must assemble the following documents:

- ❑ **An apostilled copy of the diploma obtained within the last year** (minimum level: Bac + 3). This document must be apostilled at the Court of Appeal of the place where it was drawn up (apostille procedure detailed in [Appendix 2 of this Memo](#)).

**If the applicant has not yet received his/her diploma in paper format:**

- transcripts are not accepted.
- a certificate of “definitive and unqualified pass” issued by the school and apostilled may be accepted.

**If the diploma was obtained in a country other than France and/or is written in a foreign language**, the applicant must use a sworn translator to obtain a translation into French, and then have the translator's signature certified at the town hall or before a notary. He/she can then have the diploma and translation apostilled in accordance with the procedure (see Appendix 2).

- ☐ **The visa application form**, [available HERE](#), duly completed online, printed and signed;
- ☐ **A copy of the passport and the original**, valid for at least the duration of the V.I.E. assignment;
- ☐ **3 passport-size photographs** complying with [the standards set by the Indian government](#).

**The applicant must add the 3 documents received from the Business France cross-functional contact** in the “V.I.E. - Attestation visa” email (email sent to the applicant 1 month before the start of the assignment<sup>4</sup>):

- ☐ **The letter of introduction in English;**
- ☐ **The Business France certificate in French and English;** this document replaces the “**Income Tax Payment Undertaking**” usually required for standard visa applications.
- ☐ **Proof of health insurance** (in English).

As the list of documents is subject to change, please check the latest list via the following link: <https://www.vfsglobal.com/india/france/pdf/F-OPS-CL-INTERNSHIP-FR-03-new.pdf>.

Once the application is complete, the applicant submits his/her application online via the VFS GLOBAL Paris website ([available HERE](#); VFS is the visa application centre accredited by the Embassy of India in Paris), pays the visa fees online and then sends the paper application to **VFS GLOBAL Paris** by post in a secure envelope.

**VFS GLOBAL Paris**

16 boulevard du Général Leclerc, 6<sup>ème</sup> étage,  
92110 Clichy, France

**Cost of the Student S-6 visa:** from €85 payable online (fees payable by the company).

**Time to obtain:** Approx. 3 weeks

Applicants can follow the progress of their application [online](#). Once VFS Global has given a positive decision on the visa application, the applicant must make an appointment with the Embassy of India in Paris to collect the visa affixed to the passport. Applicants must check the visa details immediately:

- The visa reads “**For pursuing internship**”, not “Work permit”.
- The visa may bear the words “**V.I.E. PROGRAM**”, printed or handwritten. Without this, the visa is still valid.
- The visa must state that it is a “**multiple entry**” visa, which will allow the V.I.E. to leave India as often as necessary once the visa registration formalities have been completed (see below). If this is

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<sup>4</sup> As visas take effect from the day they are issued, certificates are only issued the month before departure to India.

not indicated on the document or if it states “triple entry”, the applicant must immediately request that the visa be amended to read “multiple entry”.



**As soon as the applicant obtains their S-6 student visa, they must send a copy to Business France via their personal space on the [My International Internship](#) website.**

The applicant can then travel to India with the agreement of Business France and his/her company. The visa allows the V.I.E. to start work immediately.



Applicants should **avoid staying with local people or in AirBnB-type accommodation when they arrive in India**, as this type of accommodation does not allow them to obtain the Form C certificate, which is essential for the compulsory registration formalities with the FRRO (see below).

### > REGISTERING THE VISA AND OBTAINING THE RESIDENCE PERMIT FOR THE V.I.E.

The formalities for registering the visa with the Foreigners Regional Registration Officer (FRRO) must be initiated by the V.I.E. **as soon as he/she arrives in India. It is compulsory** and enables V.I.E.s to confirm the work visa obtained in France, to obtain their permanent residence permit in India and to enter/exit the country if necessary. **It must be completed within 14 days of the V.I.E.s arrival in India.** It is carried out in 3 stages:

- 1 **Upon arrival in India, V.I.E.s must contact the V.I.E. correspondent** at the Business France office (see contact details at the end of this Memo) in order to:
  - ✓ make themselves known
  - ✓ **Prepare the visa registration formality by sending the V.I.E. correspondent the following documents:**
    - ☐ **a copy of their passport** (first pages on identity, S-6 visa and stamp issued at the airport on arrival in India by the immigration authorities);
    - ☐ **a copy of the hiring letter signed by the V.I.E.;**
    - ☐ **a certificate of residence in India (Form C)** to be obtained from the landlord or hotel, even if the V.I.E. is staying temporarily:

<b>V.I.E. staying in a hotel</b>	The hotel must issue the certificate of residence. It must be a <b>“Form C - Arrival Report of Foreigner in an Hotel”</b> completed and printed <a href="#">from the Home Affairs</a> (Immigration Office) website by the hotel. The document is validated by the police.
<b>V.I.E. housed in accommodation that he/she rents in his/her name</b>	The owner of the property must issue: <ul style="list-style-type: none"> <li>- the <b>“Form C Arrival Report of Foreigner in an individual apartment”</b> attestation of residence completed and printed <a href="#">from the Home Affairs</a> (Immigration Office) website</li> <li>- a <b>Lease Agreement or Rent Agreement</b>, signed by both parties.</li> </ul>

As a reminder, accommodation in a private home or AirBnB-type accommodation should be avoided when the V.I.E. arrives, as it does not qualify for the Form C certificate.

- ☐ **the “V.I.E. details - FRRO Letters” document**, drawn up according to the model in [Appendix 3](#), completed;
- ☐ **the sworn declaration**, drawn up on the model available in [Appendix 6](#), completed and signed.

On the basis of this information, the V.I.E. correspondent in India will issue the following documents to the V.I.E., which are required to complete the registration formalities with the FRRO:

- 1) Letter of introduction in English, specifying the temporary address of the V.I.E. in India;
- 2) Proof that the V.I.E. will be reimbursed for any repatriation costs on medical grounds and that he/she will behave properly in India;
- 3) A certificate setting out the context: the name of the local company, the location of the assignment (described as a “training programme”), the duration of the assignment and the status of the V.I.E. locally.

**2 No later than 14 days after arriving in India, the V.I.E. must be able to compile a file with the following documents in order to apply for registration of the visa:**

- ☐ **The “Request Letter”**, drawn up and signed by the host company using the template provided in Appendix 5 of this Memo. The person signing the letter must be of Indian nationality.
- ☐ **The “Undertaking Letter”**, drawn up and signed by the host company using the template provided in Appendix 4 of this Memo. The person signing the letter must be of Indian nationality.
- ☐ **A passport photo** (3.5 x 3.5 cm, in Jpeg format and [complying with Indian government standards](#))
- ☐ **A copy of the V.I.E.'s passport** (first pages on identity, S-6 visa and stamp issued at the airport on arrival in India by the immigration authorities). The passport must be valid for at least the duration of the V.I.E. assignment, with at least 3 blank pages.
- ☐ **The 3 certificates issued by the V.I.E. correspondent** based at the Business France office in India (letter of introduction, certificate of sponsorship, context certificate)
- ☐ **Health certificate in English**, to be downloaded by the V.I.E. from the website of Business France's health service provider
- ☐ **Proof of residence.**

**3 The V.I.E. [applies online for registration on the Foreigners Regional Registration Officer \(FRRO\) website](#) by completing the registration form and uploading all the documents **in order to obtain a permanent residence permit in India. This procedure is very important because it validates the visa obtained in France.****

The V.I.E. must notify the local V.I.E. correspondent of any exchange or request for an appointment proposed by the FRRO, as the entire procedure can be carried out online.

The V.I.E. India correspondent should be contacted before any scheduled visit or telephone meeting with the FRRO. This applies to all types of application, including questions relating to residence certificates, visa renewals and the number of entries granted by the FRRO.



**Failure to comply with this formality within 14 days of arrival in India will result in procedural delays and additional costs/penalties to be borne by the V.I.E. or company.**

**Any travel abroad will not be possible without the completion of this procedure. We therefore recommend that you do not plan any trips abroad during the first month of your assignment.**

### > DECLARATION OF ADDRESS IN THE EVENT OF A CHANGE

In the event of a change of address, **the V.I.E. must declare the new address** to the FRRO under the heading “*Address Change*” [on the website](#) within 8 weeks at the latest.



**A V.I.E. who changes his/her place of residence, implying a change of State, must contact the V.I.E. correspondent before notifying the FRRO of the new address.** Changing your state of residence without informing the FRRO can lead to major complications when it comes to extending your visa for the second year of your assignment, as well as penalty fees.

## SPECIAL CASES

Situation of dependants?	Members of the applicant's family must apply for an Entry Visa independently of the V.I.E. application
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## PROCEDURES IN THE COUNTRY

### LOCAL ADMINISTRATIVE FORMALITIES

Before the start of the assignment, the V.I.E. correspondent will provide the V.I.E. with all the information they need to settle in, including the V.I.E. Welcome Booklet for the country and the steps to be taken. All additional information useful to ensure that the assignment goes smoothly is included in the V.I.E. Guide.

Within 15 days of arrival, the V.I.E. must complete his/her consular registration online by following this link: [HERE](#).

## SECURITY

**Depending on how the security situation changes**, travel within certain countries or regions may be discouraged or even banned. In addition to the request for authorisation for any travel outside the country of assignment (or in any orange zones of India), the V.I.E. must obtain information about the security conditions by referring to the map developed by the crisis and support centre, which details the status of each country by colour.

Green zone	Normal vigilance: no particular security constraints
Yellow zone	Enhanced vigilance
Orange zone	Travel permitted with the V.I.E. correspondent's prior approval
Red zone	Formal ban on entering the zone
Everything you need to know about security rules in India	→ <a href="#">Travel advice website / India</a>
Everything you need to know about security rules around the world	→ <a href="#">Travel advice website</a>



## TAXES

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The allowance received by the V.I.E. is not, in principle, subject to local income tax under the bilateral tax treaty between France and India (Article 21 applicable to student trainee status).

However, each year, V.I.E.s must declare their V.I.E. allowances in France<sup>5</sup>.

Companies must be extra vigilant if the applicant's profile presents a tax risk<sup>6</sup>.

In addition, the following practices are strongly discouraged:

- when the local organisation pays the V.I.E. directly sums or benefits in kind (accommodation, telephone, company car, etc.)<sup>7</sup>. Where applicable, the amount may be taxed locally and will be borne by the company.
- when the company based in France re-invoices the cost of the V.I.E. to the host organisation.

These practices may have harmful consequences in the event of an accounting audit, potentially resulting in taxation of the V.I.E.'s income (to be covered by the French company) and a tax risk for the local organisation. Lastly, these practices may jeopardise the entire V.I.E. scheme locally.

**The V.I.E. or the company must keep Business France informed of any request or position that the foreign tax authorities may formulate concerning the V.I.E.'s tax status, so that Business France can assist them with their procedures.**

Under no circumstances can Business France rectify a situation that is the responsibility of the company or the V.I.E.

## SOCIAL SECURITY

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Throughout the assignment, the V.I.E. will have social security cover set up by Business France (health, repatriation, work accident). During this period, the V.I.E. is not covered by the host country's social security system.

## VISA RENEWAL

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As the initial visa is issued for 12 months, it is advisable to renew the visa for a further 12 months **by applying for an extension to the Student S-6 "V.I.E. Program" visa with the same local organisation**. The host organisation must support the V.I.E. in carrying out these procedures, which must be initiated within **2 months** before the initial visa expires. Once this deadline has passed, the V.I.E. risks being in an illegal situation and may be required to pay late payment penalties at his/her own expense. **The continuation of the assignment may then be called into question.**

Business France recommends that the V.I.E. and the host organisation prepare the **same documents as for the initial visa registration procedure**. The V.I.E. correspondent will provide **the official letters**

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<sup>5</sup> Each year, Business France provides V.I.E.s with the instructions to follow to complete the tax return in France (email sent in May).

<sup>6</sup> Applicants with nationality, residence and/or working links with the country of assignment prior to the start of the assignment.

<sup>7</sup> In fact, any amount from a local source can be considered as taxable income. This situation may lead the authorities to reclassify the allowance from a French source as income taxable locally.



**required** for the procedure, as soon as the extension of the assignment is contractually agreed between the company in France and Business France.

Renewal procedures must be carried out online with the FRRO in India only: no procedures can be carried out from France or any other country. The application will be processed by the FRRO in the V.I.E.'s State of residence.



**During the first year of the assignment, any change of residence to another Indian State may lead to complications in the processing of the visa extension application by the FRRO. The V.I.E. must contact the V.I.E. correspondent before notifying the FRRO of a new address.**

**V.I.E.s should think about applying for an extension before leaving the country. Lastly, during the extension procedure, if the FRRO contacts the V.I.E. for an interview, the V.I.E. must inform the local V.I.E. correspondent beforehand.**



## **END-OF-ASSIGNMENT PROCEDURES**

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In the year following the end of his/her assignment (N+1), the V.I.E. must continue to declare his/her allowances received in year N-1 to the French tax authorities.

**The V.I.E. or company must inform Business France of any request or position that foreign authorities may make concerning the tax or social security status of the V.I.E. so that Business France can support them in their procedures.**

## YOUR CONTACTS

YOU ARE:	
THE COMPANY	THE APPLICANT/V.I.E.
<b>Starting a new V.I.E. project</b> → Your V.I.E. sales advisor	<b>Question related to the smooth running of the V.I.E. assignment</b> → Ask us in writing: <a href="#">Here</a>
<b>Question related to the smooth running of the V.I.E. assignment</b> → Your V.I.E. contact	→ By telephone: +33 (0)4 96 17 25 00
<b>Question related to local conditions</b> → Your V.I.E. representative:  <b>Ms Tessy SIMON</b> Management and Accounting Assistant and V.I.E. Correspondent vie.inde@businessfrance.fr Tel.: +91 98 33 90 22 59  Business France Delhi Office 2/50 E, Shantipath, Chanakyapuri, New Delhi 110 021, INDIA	
	

Information provided for general information purposes. Business France declines all liability for the accuracy, precision, relevance, timeliness, reliability and completeness of the information, which does not constitute personalised advice. Recipients must refrain from using this information without first having consulted professionals in the appropriate domains.

APPENDIX 1 Template of official letter requesting an S-6 visa to be drawn up by the host organisation

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*[To be drawn up on the letterhead of the Indian host organisation / On the Company Letter head]*

Embassy of India in France  
Attn to the Second Secretary (Economic &  
Commercial)  
Economic and Commercial Wing  
13 - 15 rue Alfred Dehodencq, 75 016 Paris

*(Date)*

Subject: Request Student visa for VIE *(name of applicant)* coming to India for ... months

Dear Sir,

We request a visa for *(name of applicant)*, French citizen will be in training within the framework of the VIE Program and assigned to *(name and address of the company in India)* for a duration of ... months. He *(she)* will be *(function)* with the company in India and in charge of ... *(please describe his assignment in India)*.

While on assignment, *(name of applicant)* will be covered by an expatriation health insurance which will cover his medical costs.

The monthly allowance of *(name of applicant)* is ....EUR, which is not taxable in India. This allowance will be paid by Business France to a French bank account.

Business France shall also cover the return airfare, and luggage transport costs.

We thank you in advance for issuing a Student visa to *(name of applicant)* for this training in India.

Yours sincerely,

*Name, title and signature of the person in charge*

*Stamp of the company in India*

## APPENDIX 2 - Apostille procedure for a diploma

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The apostille is the simplified legalisation procedure introduced by the Hague Convention of 5 October 1961. This is a formality designed to certify the authenticity of the signature and the capacity of the author of the document concerned and, where applicable, the identity of the seal or stamp affixed to the document. The apostille is stamped.

The request for an apostille of the **diploma obtained in France** should be sent to the apostille department of the public prosecutor's office of the Court of Appeal in the place where the diploma was issued and signed (for example, for a diploma obtained in Libourne, the request should be sent to the apostille department of the public prosecutor's office of the Bordeaux Court of Appeal).



**If the diploma was obtained in a country other than France and/or is written in a foreign language**, the applicant must use a sworn translator to obtain a translation into French, and then have the translator's signature certified at the town hall or before a notary. He/she must then have the diploma and translation apostilled by a Court of Appeal **in France**.

For more information, click [HERE](#).

Applications can be made on plain paper or using the following form: [https://www.formulaires.service-public.fr/gf/cerfa\\_15703.do](https://www.formulaires.service-public.fr/gf/cerfa_15703.do)

Directory of Courts of Appeal: <http://www.annuaires.justice.gouv.fr/annuaires-12162/annuaire-des-cours-dappel-21767.html>

The apostille application must be accompanied by the original documents to be apostilled. Check that the document to be apostilled includes:

- the signature,
- the name of the signatory
- the capacity of the person signing the deed.



The application must be dated and signed.

The apostille is issued free of charge. **Maximum time to obtain: 8 days.**

**Please enclose a self-addressed, stamped envelope with your application for the answer.**

Exemple d'apostille apposée sur un diplôme :

Référence interne : N°

<b>APOSTILLE</b> (Convention de La Haye du 5 octobre 1961)	
1. République française	
Le présent acte public	
2. a été signé par	
3. agissant en qualité	
4. est revêtu du sceau/timbre de	
Attesté	
5. à <b>LYON</b>	
6. le <b>28 Septembre 2021</b>	
7. par le Procureur Général près la Cour d'appel de Lyon	
8. sous le n° <b>12317</b>	
9. Sceau	10. Signature
	Jean-François PISCIONE 

"L'Apostille certifie seulement l'authenticité de la signature, du sceau ou timbre sur le document. Elle ne signifie pas que le contenu du document est correct ou que la République française approuve son contenu."

### APPENDIX 3 - V.I.E. Details - FRRO Letter

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#### Personal Details

Surname	
Given name	
Nationality	
Civility (Mr/Ms)	

#### Passport Details (Registered for VIE mission)

Passport Number	
Passport Date of Issue	
Passport Date of Expiry	
Passport Place of Issue	

#### Visa Details

Visa Type	
Visa Number	
Visa Date of Issue	
Visa Date of Expiry	
Visa Place of Issue	

#### Arrival Details

Date of arrival in India	
Place of disembarkation/arrival in India (airport, city)	

#### Address intended for longer stay in India (Registration)

Address	
City	
Pin code	
State	

#### FRRO Office details (Registration & extension of Visa)

FRRO Address	
FRRO City	
FRRO Pin code	
FRRO State	

#### Company Details in India

Company Name	
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Company Address	
Company City	
Company Pin code	
Company State	

**VIE mission details**

Date of contract commencement	
Duration (months)	



#### APPENDIX 4 - Template of Undertaking Letter to be completed by the host organisation

*[To be drawn up on the letterhead of the Indian host organisation / On the Company Letter head]*

I/ We take full responsibility for the activities and conduct of **Mr./Ms.** \_\_\_\_\_ a national of \_\_\_\_\_ during **his/her** stay in India. If anything, adverse comes to notice during this period, we undertake to repatriate **him/her** at its cost.

#### **GUARANTOR'S PARTICULARS -**

1. Name : \_\_\_\_\_
2. Residence Address : Flat/House no. - \_\_\_\_\_,  
Building name - \_\_\_\_\_,  
Street - \_\_\_\_\_,  
City - \_\_\_\_\_, State - \_\_\_\_\_
- Telephone : \_\_\_\_\_
- Mobile No. : \_\_\_\_\_
3. Residential Premises : (Owned/Rented/ Provided by company)  
If other than above, please specify.
4. Proof of Residence : Electric Bill / Telephone Bill (Landline)/Leave & License agreement.
5. Indian nationality : Indian passport / Election card  
Proof
6. Relationship with the : \_\_\_\_\_  
foreigner

I am aware that:

- (i) Suppressing of material facts and furnishing of false or incorrect information would lead to legal action on the undertaker and cancellation of visa of the concerned foreigner.
- (ii) It is liability of the undertaker along with foreigner to inform change in foreigner's address, or change/termination of employment/end of contract/final departure.

**Seal:**

**(Signature of Guarantor)**

**(With Name & Designation)**

APPENDIX 5 - Template of Request Letter to be drawn up by the host organisation

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*[To be drawn up on the letterhead of the Indian host organisation / On the Company Letter head]*

Date: XX/XX/XXXX

To,

The F.R.R.O.

XXXXX

XXXXX,

XXXXX

**(FRRO Address as per residential location of the VIE)**

Dear Sir,

Subject: Request letter for a FRRO Registration/ granting Residential permit **(As applicable)**.

I present to you my compliments and have the honour to inform you that Mr./Ms. \_\_\_\_\_ holder of French Passport N° \_\_\_\_\_ issued in Préfecture \_\_\_\_\_ on \_\_\_\_\_ has come to India on \_\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_ **(Airport & City)** on Student Visa N° \_\_\_\_\_ issued by Embassy of India in Paris on \_\_\_\_\_ and valid up to \_\_\_\_\_.

Mr./Ms. \_\_\_\_\_ is **/has been** an International Volunteer for Enterprise (VIE) **(in the last 12 months) (As applicable)** under the VIE Program between Government of India and Government of France and will be in training within the framework of this VIE Program with \_\_\_\_\_, \_\_\_\_\_ **(Company & City)** in India for a duration of \_\_\_\_\_ **months (As applicable)** from \_\_\_\_\_ **(As applicable)**. He / She will be \_\_\_\_\_ **(Designation)** with the company in India and in charge of the \_\_\_\_\_ **(Job description)** within the company.

Business France shall also cover the return airfare, and luggage transport costs.

We would be grateful to the F. R. R. O. to register Mr./Ms. \_\_\_\_\_ with F.R.R.O., \_\_\_\_\_ **(City)** and issue the **registration certificate / Residential permit (As applicable)** for \_\_\_\_\_ **months (Duration)** to him/her at the earliest.

Thanking You,

Yours sincerely,

For and on behalf **(Name of the Indian Company)**

Name: **(Authorized Signatory)**

Designation:

*(With the Company Seal)*

#### APPENDIX 6 - Sworn declaration to be completed by the applicant

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I, the undersigned, .....

*(Please tick all that apply)*

- ☐ Declare that I have read the “safety advice” and “administrative procedures” documents,
- ☐ Certify that I have been informed by Business France of my obligations in terms of security and administrative procedures,
- ☐ Undertake to make every effort to comply with these instructions.

I declare on my honour

- ☐ To not own a motorised vehicle, or occasionally drive a rental or loan vehicle
- ☐ To not be considering the purchase or occasional driving of a rental or loan vehicle
- ☐ To own a motorised vehicle or occasionally drive a rental or loan vehicle
- ☐ To be considering the purchase or occasional driving of a rental or loan vehicle

I undertake, in the event of ownership/acquisition of a motorised vehicle or occasional driving of a rental or loan vehicle, to send to the V.I.E. correspondent based at the Business France office in India as soon as possible:

- ☐ A copy of my Indian driving licence
- ☐ A copy of the vehicle registration certificate
- ☐ A copy of the vehicle's insurance and third-party liability insurance

In any case, I have made it clear that, for my own safety, driving or riding as a passenger on a motorised two-wheeler is strongly discouraged in India and absolutely forbidden without the compulsory helmet.

I agree (☐ yes/ ☐ no) to my details being circulated among the V.I.E. community in India.

Name of the V.I.E.: .....

Signature:

Location: .....

Date: .....

Company: .....