

DECLARATION OF DOCUMENTS SUBMISSIONS BY POST

Version : 12/1/2017

Only complete applications would be accepted and processed.

All incomplete or incorrect applications would be returned to you at your own cost. The service charge will also be collected for such cases.

LIST OF DOCUMENTS TO SEND

**VF Services (UK) Limited
India Visa Application Centre
19, Avenue Emile de Mot
,8th floor,1000 Brussels**

1. Your Original passport
2. The checklist corresponding to the visa category requested, signed and dated
3. All documents required as per your visa category, your nationality, your origin or the age of the applicant as per [CHECKLIST OF ADDITIONAL DOCUMENTS FOR TOURIST VISA BY POST](#)
4. This document signed and dated
5. The amount for the « Delivery Service » to add to your payment for the return of your passport
6. The 3 main reasons causing a postal application to be incomplete are:

Incorrect photos: please check the Indian photo specifications on our website before sending your application. The Indian specifications are different from Belgian specifications and Belgian photos cannot be used for your visa application.

Missing signatures on forms: it is mandatory to sign your application form beneath the photograph on page 1 and at the bottom of page 2. These signatures will be scanned and should match the signature on your passport.

Payment is absent or incorrect: Ensure to attach an ONLINE Bank transfer payment proof with your application. It should be payable to « VF SERVICES (UK) Limited, Belgium » on our bank account with your name, passport number and application, otherwise we would not be able to en-cash it.

VERIFICATION OF YOUR MODE OF PAYMENT

Please note that personal cheques, company cheques or cash would not be accepted.

Please make the payment in favour of "VF Services (UK) Limited, Brussels "Account Number

BE 77 7350 3185 0542 BIC: KREDBEBB

Please mention your Name, passport number and application number on payment format of online banking to locate your payment fee.

VERIFICATION OF PROCESSING TIMES

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my visa application in the case of a submission by post.

Date: _____ Signature: _____

YOUR CONTACT DETAILS

Postal address, with your name, where you would like us to send your passport (please fill in BLOCK LETTERS):

Mobile: _____

Email: _____