Most important **new COC online process with effect from 25th Sep 2017 (Monday). And until the COC approval is done, HUB team will not issue offer letter for extn or visa filing and deputation letter prior to travel.**

**NOTE**: **As per our new internal Process if we fail to receive the full set of docs within 2 weeks from the day we have shared the check list to associate we need to close the request**

* To proceed with the further process provide the documents ‘soft copies’ as per this mail, send the documents in e-mails of less than 4 MB ‘you can send multiple mails’.
* Timelines: - Lead time for ICT visa cases is up to 8 to 10 weeks or more depending on case to case (internal process + attorney process 4 weeks) (Approx. 4+ weeks for Canadian high commission process) SLA will start from the date of submission of complete documents to Visa Cell.

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| **S.NO** | **Documents** | **Reference docs/format/link** |
| 1 | Application for Work Permit Made Outside of Canada ‘accessible through the link(Link works only in IE11), if there is any issue please fill the PDF form attached    (Associate should fill the form online; Hand Written forms will not be accepted). Leave the column shown beside blank, complete the other details in the application save and send us. This part will be complete before submission by attorneys. | <http://www.cic.gc.ca/english/pdf/kits/forms/IMM1295E.pdf>  Description: Description: Description: Description: Description: cid:image001.jpg@01D12B67.B61461F0 |
| 2 | **Attested copy of CoC**  You are getting deployed to a country which has a Social Security Agreement (SSA) with India. Hence, as per the company’s directive, you must complete the Certificate of Coverage (CoC) formality. Associate Service Team will connect with you separately in due course of your deputation letter/onsite offer letter formality.  **Visa Cell shall not be held responsible for non-conformity to the above Company’s compliance directive from your part.** |  |
| 3 | Addendum (Attached Sheet) continuation of page # 3 in visa form to mention your ‘if applicable’ additional employment details. |  |
| 4 | Use of Representative form: - ‘Print sign in the beside shown screen short, scan and send as soft copy’, Only associates signature is require Not dependents’ | Description: Description: Description: Description: Description: cid:image002.png@01D12B67.B61461F0 |
| 5 | Schedule 1 (if applicable) |  |
| 6 | Family Information form  Note: Type of application form select worker(beside screen shot) |  |
| 7 | Home Country letter (to be provided by your local HR) :- “HR letter ‘issued by the HR team ‘ make the necessary changes in the attached format’ “to get the same please raise a ticket in HUB and  upload the document, they will issue the letter”. Designation should be as per onsite offer role | Associate to visit below link in order to generate Experience Letter/Home Country Letter.   1. Login to <https://pacehr.techmahindra.com> 2. Go to Employee Self Service -> Personal Information -> Roles & Responsibilities 3. Provide your Roles & Responsibilities details, Skills / Technologies details 4. Click on Submit. |
| 8 | Manager Questionnaire (Specialized Knowledge) – to be completed by associate Manager |  |
| 9 | The IMM5802 Offer of Employment to a Foreign National Exempt from a Labor Market Impact Assessment form you need to fill page no 2 & 3 “Attached |  |
| 10 | Potential Conflict form: - Read the attached Potential Conflict form, complete the below part ‘city name = your present location, date & signature’ and send back the soft copy. Only associates signature is require Not dependents’  Dated at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_ 2015  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Employee |  |
| 11 | Applying the visa for 6 months or above require to undergo the Medical examinations and submit the medical acknowledgement you receive from the hospital along with the documents.  Refer the attached, you need to take the appointment on your own check for the appointment once confirms provide the below details and hospital name to issue the medical letter.  Name as per Passport:-  Passport no:-  Duration & Location of stay in Canada:-  hospital name : |  |
| 12 | One (1) digital photograph (specifications attached) |  |
| 13 | Tech M resume formats |  |
| 14 | KPMG law LLP potential conflict form |  |
| 15 | One (1) digital photograph (specifications attached) | - |
| 16 | Copy of passport {Passport should be valid for 3 years or at least for entire duration of your propose stay in Canada}. | - |
| 17 | Copy of Offer of Employment from Canadian entity :- onsite offer letter | - |
| 18 | Copy of educational certificates {Based on the onsite job title / NOC, a bachelor's or Master’s full time degree in related discipline is mandatory}. | - |
| 19 | Employment references from previous employers outlining the specific nature and duration including the exact duties on the job | - |
| 20 | Copies of Salary slips for the past three months | - |
| 21 | Color scan copy of your medical acknowledgement / copy of the Health card ‘issued by the Canadian authorities’. | - |
| 22 | Copies of your bank statement for the past three months | - |
| 23 | Copies of form 16 – Tax doc past three years | - |
| 24 | Copies of your income tax returns past three years | - |
| 25 | If applicable Proof of immigration status in the US (approval notice, I-94 and visa) | - |