**Visa Process document for Canada**

**Vr.5.3**





Sharda Centre, Off Karve Road, Erandwane,

Pune, Maharashtra, India 411004

[www.techmahindra.com](http://www.techmahindra.com)

# what would you like to apply for?

|  |  |  |  |
| --- | --- | --- | --- |
| * 1. **BUSINESS VISA**   **(To access press Ctrl &** [**Click Here**](#_Toc101426867)**)**  This Visa allows sales and new development executives travel for Business Meetings, contract negotiations, attend Knowledge Transfer session or trainings | |  | |
| * 1. **WORK PERMIT**   **(To access press Ctrl &** [**Click Here**](#_Work_Permit_processing)**)**  This approval needs to be obtained to conduct employment in a foreign country. Activities that are billable to the client i.e: consulting, software development & IT solutions   * 1. **WORK PERMIT RENEWAL**   **(To access press Ctrl &** [**Click Here**](#_1.3_WORK_PERMIT_1)**)**  This is a process that needs to be done to continue conduct employment in a foreign country prior to expiry of current approved work permit. | |  | |
| * 1. **TRV(VISA STAMPING)**   **(To access press Ctrl &** [**Click Here**](#_1.4_VISA_STAMPING)**)**  This is a stamping on Passport to travel and enter the foreign country with a validity period as per approved work permit | |  | |
|  | |  | |
|  | |  | |

# 1.1 business visa process description

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step no.** | **Description** | **Owner/**  **Responsibility** | **Reference Document/Format** | **SLA (In working days)** |
| 1 | Associate needs to initiate the visa request in the visa tool | Associate | <https://rmgvisacell.techmahindra.com/login/login.aspx> | **-** |
| 2 | Associate’s manager approved the respected visa request | Associate |  | - |
| 3 | Once visa cell receives the approved request. Checklist will be shared visa cell SPOC as per the location. Beside is the checklist for south location (Hyderabad, Bangalore & Chennai) | Location Visa cell SPOC |  | 2 |
| 4 | Checklist for the north location (Pune, Mumbai, Chandigarh, Noida, Kolkata, Bhuvneshwar ,Delhi) | Location Visa cell SPOC |  | 2 |
| 5 | Associate needs submit the document as per the checklist shared. | Associate | **-** | 5 |
| 6 | Visa Cell SPOC reviews the documents and hands over the document back to associate for signature. | Associate/Location Visa cell SPOC | **-** | 1 |
| 7 | VISA Cell updates the status in the system against the visa request | Location Visa cell SPOC | **-** | 1 |
| 10 | Associate has to Physically submit the Passport hard copies of all the visa documents to the visa SPOC. | Associate | **-** | 1 |
| 11 | Once visa is approved visa cell intimates associate to collect the passport at the Tech M office and enters the visa details in Visa Tool | Location Visa cell SPOC | **-** | 1 |

**Compliance to be adhered by the associate**

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Business Visa Activities**:

* This type of visa is used only for limited activities like meetings, attending seminars, workshops, assessments etc. No Billable work activities should be performed/ engaged on a business visa Deportation, Harsh penalties on the employer can be levied, and associate will be blacklisted for future travel. Bad press for Tech Mahindra Ltd
* As per Tech M Travel Policy only 30 Days business Travel is allowed and a business visitor can stay for a max of 30 days ONLY
* If anyone needs to stay on a business visa beyond 30 days, then CPO’s approval must be procured. No Ticket extension will be signed off without CPO’s approval in place
* Non- Compliance of company policy will be viewed seriously

**End of Business Visa process description**

**Press ctrl & click here**

[](#_what_would_you)

# 1.2 WORK PERMIT PROCESS DESCRIPTION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step no.** | **Description** | **Owner/ Responsibility** | **Reference Document/ Format** | **SLA (in working days)** |
| 1 | Associate needs to initiate the visa request in the visa tool for Work Permit Under Intra Company Transfer Category | Associate | <https://rmgvisacell.techmahindra.com/Login/Login.aspx> | - |
| 2 | Associate’s manager approves the respected visa request. | Associate |  | - |
| 3 | Associate needs to complete the mandatory statutory Compliance process of COC. | Associate |  | - |
| 3 | Once visa cell receives the approved request. Checklist will be shared by the Visa Cell SPOC | Location Visa cell SPOC |  | 2 |
| 4 | Associate needs to submit the document as per the checklist shared. | Associate | - | 2 weeks |
| 5 | Visa Cell SPOC reviews the documents. | Location Visa cell SPOC | - | 2 |
| 6 | VISA Cell updates the status in the system against the visa request | Location Visa cell SPOC | - | 1 |
| 7 | Documents are submitted to attorney by visa cell(Soft copies) | Location Visa cell SPOC | - | 1 |
| 8 | Attorney verifies the documents and asks for assessment call, post which documents are forwarded it to embassy. Embassy verifies the documents and proceed with approval. | Embassy | - | 2 months |
| 9 | After approval, stamping checklist is forwarded to associate by visa cell and associate submits those documents to the visa cell | Visa cell |  | 1 week |
| 10 | Visa Cell updates the detail in the tool against the approved visa request | Visa cell | - | 1 |
| 11 | Dependents filing checklist | Associate |  |  |

**Compliance to be adhered by the associate**

|  |  |  |
| --- | --- | --- |
|  |  |  |

* Canada Work Visas is initially applied for 1 year only. This type of visa is best utilized for work assignments for a year at designated client site only and cannot be working in location other than approved by consulate. This work visa allows billable activities to be conducted at client site
* Nonconformance of Condition specified in work permit doc can lead to immediate deportation, Immigration penalties on employer, barred from entering Canada in future. Bad Press for Tech Mahindra Ltd
* Work Permit cancellation: If the associates deputed on a closed work permit resigns (exits) in Canada. His legal status as a worker ends. He is eligible to reside for 90 days but cannot work anywhere else unless a new work permit is issued by CIC for alternate employer
* Associate receives the work permit on arrival in Canada. Associate is advised to check the doc issued closely to check all the info such as Name of associate, Date of birth, Sex, passport #, Employer name, issue date, date of expiry is properly entered. Once associate exits the immigration he cannot go back to get any changes done
* Tech Mahindra will update Immigration that the employee has resigned and his status is no longer valid. Legal responsibility of the employer ends
* Non- Compliance of company policy will be viewed seriously

**End of Work Permit process description**

**Press ctrl & click here**

[](#_Toc43690892)

# 1.3 WORK PERMIT Renewal PROCESS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step no.** | **Description** | **Owner/ Responsibility** | **Reference Document/ Format** | **SLA (in working days)** |
| 1 | Associate needs to initiate the visa request in the visa tool for Work Permit Under Intra Company Transfer Category | Associate | <https://rmgvisacell.techmahindra.com/Login/Login.aspx> | - |
| 2 | Associate’s manager approves the respected visa request. | Associate |  | - |
| 3 | Once visa cell receives the approved request. Checklist will be shared by the SPOC | Location Visa cell SPOC |  | - |
| 4 | Associate needs to collect the document as per the checklist shared. | Associate | - | 2 weeks |
| 5 | Visa Cell SPOC reviews the documents. | Location Visa cell SPOC | - | 2 |
| 6 | VISA Cell updates the status in the system against the visa request | Location Visa cell SPOC | - | 2 |
| 7 | Documents are submitted to attorney by visa cell(Soft copies) | Location Visa cell SPOC | - | 1 |
| 8 | Attorney verifies the documents and prepares the kit for final review with associate. Documents are submitted online. Embassy verifies the documents and approves the request. | Embassy | - | 2 months |
| 9 | After decision, stamping checklist is forwarded to associate by visa cell and associate submits those documents to the visa cell | Visa cell | - | 2 weeks |
| 10 | Visa Cell updates the detail in the tool against the approved visa request | Visa cell | - | 1 |

**Compliance to be adhered by the associate**

|  |  |  |
| --- | --- | --- |
|  |  |  |

* Renewal of Canada Work Visas is applied based on business requirements of client for a period or 1 or 2 years. Suitable for work assignments for designated client site or if there is a new opportunity for new client amendment can be filed with Immigration Canada only on approval associate is eligible to start working at new client location and at no circumstances associate cannot be working in new location other than approved by consulate and is published on the work permit. These visa allows billable activities to be conducted at client site
* Nonconformance can lead to immediate deportation, Immigration penalties, barred from entering Canada in future. Bad Press for Tech Mahindra Ltd
* Work Permit cancellation: If the associates deputed on a closed work permit resigns (exits) in Canada. His legal status as a worker ends. He is eligible to reside for 90 days but cannot work anywhere else unless a new work permit is issued by CIC for alternate employer
* Non- Compliance of company policy will be viewed seriously

**End of Work permit renewal process description**

**Press ctrl & click her**

[](#_Toc43690892)

# TRV (TEMPORARY VISA STAMPING PRoCESS DESCRIPTION

As your work permit has been received, the next process is for the Temporary Resident Visa (TRV). In order to proceed with your TRV application, the following documents are required via **SCAN/EMAIL,** if we do not receive the documents within 2 weeks, we may not be able to process your file:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step no.** | **PROCESS DESCRIPTION** | **OWNER/**  **RESPONSIBILITY** | **DOCUMENTS REQUIRED** | **SLA(in working days)** |
| 1 | Associate needs to initiate the visa request in the visa tool | Associate | <https://rmgvisacell.techmahindra.com/login/login.aspx> | **-** |
| 2 | Associate manager approves the visa request | Associate |  | **-** |
| 3 | Once visa cell receives the approved request. Checklist will be shared by the SPOC | Location Visa cell SPOC |  | 2 |
| 4 | Associate needs to collect the document as per the checklist shared. | Associate | **-** | 2 weeks |
| 5 | Visa Cell SPOC reviews the documents and hands over the document back to associate for signature. | Associate/Location Visa cell SPOC | **-** | 2 |
| 7 | VISA Cell updates the status in the system against the visa request | Associate | **-** | 1 |
| 8 | Physically documents are submitted to vendor who will in turn submit to VAC center | Location Visa cell SPOC | **-** | 1 week |
| 9 | Once visa is approved embassy confirms the application on approval status | Embassy | **-** | 2 weeks |
| 10 | Once visa is approved visa cell intimates associate to collect the passport at the Tech M office | Location Visa cell SPOC | **-** | 1 |

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Compliance to be adhered by the associate**

|  |  |  |
| --- | --- | --- |
|  |  |  |

* Once the extended work permit is approved and received. Filing is done for associates to get the visa stamping extended on the passport till the validity of new work permit to allow them to travel outside Canada and renter to continue employment with Tech Mahindra Ltd.
* Associate cannot travel out of Canada and travel back with a extended work permit only when stamping is done the process is complete
* Associate is eligible to work only in the location and client specified on the work permit.
* Non- Compliance towards company policy will be viewed seriously

**End of TRV process description**

**Press ctrl & click here**

[](#_Toc43690892)

# 2.0 Acronyms and definitions

|  |  |  |
| --- | --- | --- |
| 1 | PPF | Personal particular form |
| 2 | WP | Work permit |
| 3 | BV | Business visa |
| 4 | TRV | Temporary Resident visa |

# 3.0 DOCUMENT HISTORY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Reviewed by** | **Approved by** | **Nature of changes** |
| **5.3** | 19th July 2018 | QC Team | Anil Kumar A | Ashok Reddy | Updated stay calculation for Business visa maximum stay extended from 2 weeks to 30 days |
| 5.2 | Apr 6th 2018 | QC Team | Anil Kumar A | Anil Kumar A | Updated self-help path-BV checklist-salary certificates, WP & dependents checklist- India Experience Letter/Onsite Experience Letter |
| 5.1 | Dec 29th  2017 | QC Team | Virajitha | Ashok Reddy | Use of representative form inserted in the North location checklist. |
| 5.0 | Nov 15th, 2017 | QC Team | Srivastava | Ashok Reddy | Merged SOP document |