

Fragomen (Canada) Co.
55 York Street, Suite 1500
Toronto, Ontario M5J 1R7
Canada
Main: +1 416 504 3838
Fax: +1 416 504 3840
www.fragomen.com

MEMORANDUM

TO: Mr. Vittal Kamkar
RE: Arrival in Canada and Issuance of a Work Permit and Visitor Record
DATE: September 15, 2016

We enclose herewith our submission package with respect to your application for a Canadian work permit, your spouse's visitor record, and Temporary Resident Visas. This package contains our submission letter and most of the documentation required in support of your application. We ask that you follow the instructions below in order to prepare your application for filing at the local VFS office in India. We refer to the enclosed list of VFS Visa Application Centres in India to locate the one most convenient for you.

1. In order to prepare your application for filing, you must ensure that the enclosed application forms are completed as follows:

Application for Work Permit Made Outside of Canada

♦ Please ensure all information on the form is correct. Please attach passport photos in an envelope at the top right corner.

Application for Visitor Visa (Temporary Resident Visa)

♦ Please have your spouse ensure all information on the form is correct. Please attach passport photos in an envelope at the top right corner.

Schedule 1

♦ Please ensure all information on the form for you and your spouse is correct.

Family Information form

♦ Please ensure all information on the form for you and your spouse is correct.

Consent Form for Use of Services of VFS Global Services Pvt. Ltd.

♦ Please ensure you and your spouse sign and date separate consent forms.

Once you have completed the forms, please review them to ensure that all of the information they contain is accurate.

2. When you attend at the VFS Visa Application Centre, you must present the following items (note that the items in bold require your attention):

- ♦ Your original passports;
- ♦ **Two original Consent Forms for Use of Services of VFS Global Services Pvt. Ltd. Form, one signed by yourself and one signed by your spouse;**
- ♦ Two recently taken passport-style photographs of you and two recently taken passport style photographs of your spouse. These photographs **MUST** meet the attached specifications;
- ♦ The enclosed letter from Fragomen (Canada) Co.;
- ♦ Your original Use of a Representative form signed by you and your spouse;
- ♦ The enclosed letter of support from Mindtree Canada;
- ♦ The enclosed promotional information for Mindtree;
- ♦ Proof of payment of the \$230 compliance fee and submission of the Offer of Employment information via the employer's portal
- ♦ Your validated and signed *Application for a Work Permit Made Outside Canada* form;
- ♦ Your spouse's validated and signed *Application for Visitor Record (Temporary Resident Visa)* form;
- ♦ You and your spouse's validated *Schedule 1 – Application for Temporary Resident Visa* form;
- ♦ You and your spouse's original and signed *Family Information* form;
- ♦ The enclosed copy of you and your spouse's passport data pages;
- ♦ Copies of you and your spouse's eMedical Information sheets;
- ♦ Your enclosed résumé;
- ♦ The enclosed copies of your educational documentation;
- ♦ A copy of your marriage certificate;
- ♦ Copies of your three (3) most recent pay statements;
- ♦ Copies of your three (3) most recent bank statements;
- ♦ Copies of your tax returns for the past two (2) years;
- ♦ Copies of appointment letters and relieving letters from your current and previous employers;
- ♦ **Payment of the relevant processing fees.** You will be required to pay the Government of Canada's processing fee of CAD\$255.00, as well as the VFS processing fees. Please advise our office as to the date you submitted your application to a VFS Visa Application Centre.

3. Once your application is approved, **we ask that you forward copies of the TRV and your work permit and visitor record approval notices to our office, by e-mail or by fax, upon issuance of same.**

FRAGOMEN

4. With the TRVs and work permit/visitor record approval notices, you and your spouse may travel to Canada. You must present these items, along with a copy of the enclosed support letter from Mindtree, to an Immigration Officer at the port of entry to Canada (i.e. airport). The Immigration Officer will issue the actual work permit to you and allow you and your spouse to enter Canada. **We ask that you review the work permit and visitor record while still at the airport to ensure that the information it contains is accurate.**

5. Your work permit will show that the following conditions have been imposed upon your stay in Canada:

- ◆ You may only work for **Mindtree**, although your work permit should include the remark, "Authorized to work at client sites across Canada";
- ◆ Your occupation is restricted to that of "**Module Lead**";
- ◆ Your location of employment will be "**Toronto, Ontario**";
- ◆ You may not attend any educational program of more than six months duration without first obtaining a study permit; and
- ◆ You must depart Canada at the end of the period of your authorized stay.

Should any of these conditions change, such as in the case of a promotion or change of employment location, you must obtain a new work permit before commencing employment under the changed conditions.

6. Finally, you will note that your work permit and visitor record includes the quotation: "**This does not authorize re-entry**". This quotation appears on all work permits, study permits, and visitor records and applies to individuals who require visas (TRVs) to enter Canada. As citizens of India, you and your spouse require a valid TRV to enter and/or re-enter Canada. The only exception to this rule is if your only destination outside of Canada is the United States. Upon returning from the United States, you may show your valid passport and valid respective work permit or visitor record.

AFTER YOUR ARRIVAL IN CANADA, PLEASE CONTACT US TO CONFIRM THAT YOU RECEIVED YOUR WORK PERMIT AND VISITOR RECORD, AND PROVIDE COPIES OF THE WORK PERMIT AND VISITOR RECORD TO US EITHER BY FAX OR E-MAIL SCAN.

We trust this information is of assistance to you. In the event that you encounter any difficulty upon your entry to Canada, please contact, Mr. Jack Kim at (416) 507-3701 [office] or (416) 275-8754 [cell].

Yours very truly,
FRAGOMEN (CANADA) CO.



Jack Kim, BA, MS, LL.B
Associate

JK/il
Encl.

**CONSENT FORM AND TERMS OF USE FOR RESIDENTS FOR SERVICES OF
VFS GLOBAL SERVICES PVT. LTD.**

1. VAC service

VFS Global makes available Visa Application Centres (VAC) in **India** in order to provide a service designed to support better service to residents of those countries and permanent residents of Canada. VFS Global is a Contractor performing a number of functions on behalf of applicants related to temporary resident visa and permit applications, and applications for travel documents.

VFS Global charges for its services have been authorised by the Government of Canada.

2. Liability

VFS Global is not an agent of the Government of Canada. VFS Global is a completely independent entity, operating under the laws of the country where the services are provided and is solely responsible for the provision of its services.

3. Language of service

VFS Global shall provide the service and the website in English and French as required by Canada, and predominant local languages.

4. Agreement

As a user of VFS Global I understand and agree that:

I have read this document completely. My use of the services of VFS Global is to assist me with submitting my temporary resident visa or permit application, or application for travel documents to the Government of Canada, and is on the terms and conditions noted in this document.

The VFS Global will receive documents from me and collect personal information from me for use in applying to the Government of Canada for a Canadian visa, permit or travel document. On my Government of Canada application form there is a notice that describes the purpose for the collection of this personal information.

Alternatively, if indicated below, I give my consent to VFS Global indirectly collecting my documents and personal information from the person specified below.

My personal information may include my application form, supporting or other documents as required by the Embassy of Canada or the Consulate General of Canada. My personal information collected by VFS Global may also include my live photograph and my fingerprints, if this information is collected in support of my application. My personal information may also include information required by VFS Global for its records that may include limited application, identity, biographic and contact information necessary to provide the service and may, in some instances, include electronic records or data related to my application(s) or other documents that I provide.

In order to obtain the authorisation of the Government of Canada as a contractor, VFS Global has promised to respect principles of personal information confidentiality and protection adopted by various laws of Canada. Offices of VFS Global will make a copy of such principles available upon request.

These documents and electronic information may be transmitted by the VFS Global among its VAC offices, if authorised by Canada. These documents and electronic information will be transmitted to the Embassy of Canada and the Government of Canada offices in Canada, as required to provide the service.

I understand that VFS Global will only collect, use, disclose and retain my personal information as required in its contract with the Government of Canada and for the purposes of providing my visa, permit or travel document application support services and biometric collection services, where applicable. The Government of Canada has prohibited VFS Global from using or disclosing my personal information for any other purpose unless I have provided a further consent in writing.

NAME (printed): _____

ADDRESS: _____

SIGNATURE: _____

DATE: _____

SIGNED AT: _____ (city, country)

Consent for indirect collection (to be completed ONLY if travel agent or representative used)

I give my consent for VFS Global to collect my documents and my personal information from:

Name of Travel Agent and authorized employee or other authorized representative:

Relationship to Applicant: _____

Applicant Signature _____ Date _____

Declaration to be signed ONLY by applicants assisted by VFS Global staff with electronic application form

I received the assistance of VFS Global staff for data entry of my application information. I provided all information and responses required for the application. I have read the completed and printed application form and declare that the information provided is true and that the documents I am submitting in support of my application are genuine and have not been altered in any way.

Name: _____

Signature: _____ Date: _____

**CONSENT FORM AND TERMS OF USE FOR RESIDENTS FOR SERVICES OF
VFS GLOBAL SERVICES PVT. LTD.**

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VFS Global charges for its services have been authorised by the Government of Canada.

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The VFS Global will receive documents from me and collect personal information from me for use in applying to the Government of Canada for a Canadian visa, permit or travel document. On my Government of Canada application form there is a notice that describes the purpose for the collection of this personal information.

Alternatively, if indicated below, I give my consent to VFS Global indirectly collecting my documents and personal information from the person specified below.

My personal information may include my application form, supporting or other documents as required by the Embassy of Canada or the Consulate General of Canada. My personal information collected by VFS Global may also include my live photograph and my fingerprints, if this information is collected in support of my application. My personal information may also include information required by VFS Global for its records that may include limited application, identity, biographic and contact information necessary to provide the service and may, in some instances, include electronic records or data related to my application(s) or other documents that I provide.

In order to obtain the authorisation of the Government of Canada as a contractor, VFS Global has promised to respect principles of personal information confidentiality and protection adopted by various laws of Canada. Offices of VFS Global will make a copy of such principles available upon request.

These documents and electronic information may be transmitted by the VFS Global among its VAC offices, if authorised by Canada. These documents and electronic information will be transmitted to the Embassy of Canada and the Government of Canada offices in Canada, as required to provide the service.

I understand that VFS Global will only collect, use, disclose and retain my personal information as required in its contract with the Government of Canada and for the purposes of providing my visa, permit or travel document application support services and biometric collection services, where applicable. The Government of Canada has prohibited VFS Global from using or disclosing my personal information for any other purpose unless I have provided a further consent in writing.

NAME (printed): _____

ADDRESS: _____

SIGNATURE: _____

DATE: _____

SIGNED AT: _____ (city, country)

Consent for indirect collection (to be completed ONLY if travel agent or representative used)

I give my consent for VFS Global to collect my documents and my personal information from:

Name of Travel Agent and authorized employee or other authorized representative:

Relationship to Applicant: _____

Applicant Signature _____ Date _____

Declaration to be signed ONLY by applicants assisted by VFS Global staff with electronic application form

I received the assistance of VFS Global staff for data entry of my application information. I provided all information and responses required for the application. I have read the completed and printed application form and declare that the information provided is true and that the documents I am submitting in support of my application are genuine and have not been altered in any way.

Name: _____

Signature: _____ Date: _____



Apply for VISA to Canada



In India

English

Français

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SERVICE AND SERVICE CHARGE SCHEDULE

SERVICE AND SERVICE CHARGE SCHEDULE

Service Charges for Application Handling:

SERVICE	CAD	INR **
Service Charge for Application Handling - Price per Applicant	\$ 14.69	726.00

Service Charges for Additional Services:*

SERVICE	CAD	INR **
Self Service computer terminal for form filling - Price per Applicant	2.19	108.00
Assistance with filling in forms on self-service computer terminals - Price per Applicant	3.28	162.00
Courier Delivery of Applications to Applicant, upon receipt from visa office - Price Per Applicant	7.12	351.00
Photocopy Services - Price per Page	0.05	2.00
Photography Services - Price Per Person(4 Photos)***	2.37	117.00

SMS notifications	1.00	49.00
Secure transmission of passport to the Canadian High Commission, New Delhi or Consulate General of Canada , Chandigarh i upon request by visa office (for example, electronic application) - Price per Passport	11.75	580.00
GC fees collection and Remittance charges	2.12	104.00

* Service Charges are inclusive of all applicable taxes & are subject to change as per government's notification.

In India Cash (INR) is the only mode of payment for paying VFS Processing Charges & Visa Fee.

**The exchange rate of CAD is governed by the Canadian Government.

Methods of Payment

Payment Instructions for CVAC Service Charges:

In person- Cash

List of types of payment accepted at the CVAC for Service Charges : * Cash(INR only)

Effective 01 June 2015 all centers in India will start accepting Visa fee & Biometric fee in Cash only, Demand Drafts will not be accepted,

How to pay make payment of Government of Canada fees.

Pay **Government of Canada** Visa fees as per instruction on the Canadian Visa Office website

All the charges including Visa Fee are non refundable.

***Note: You also have the option of getting your photographs clicked at the below mentioned Canada Visa Application Premises:-

Ahmedabad

Chandigarh

Chennai

Delhi

Hyderabad

Kolkata

Jalandhar

HELPLINE

022-67866002

EMAIL ID :
info.canada@vfshelpline.com

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A A+ A++
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CONTACT US

CONTACT US

Submit Your Passport

Have you been asked to submit your passport at the VAC? If so, for more information....

[Click Here](#)

Office Address:

NEW DELHI

Address:

Canada Visa Application Centre
VFS Global Services Pvt. Ltd.
Shivaji Stadium Metro Station, Mezzanine Level,
Baba Kharak Singh Marg, Connaught Place
New Delhi-110001

Hours of Operation:

CVAC Opening time: 09:00 – 17:00
Application Submission : 09:00 – 16:00
Application Submission Travel Agencies :09:00 – 11:30
Passport Collection: 09:00 – 16:00

LOCATION MAP



CHANDIGARH

LOCATION MAP

Address

Canada Visa Application Centre
VFS Global Services Pvt. Ltd.
SCO 186-187, Ground Floor (Front Side),
Sector- 8C, Madhya Marg, Chandigarh-160018 India

Hours of Operation:

CVAC Opening time: 09:00 – 17:00
Application Submission :09:00 – 16:00
Application Submission Travel Agencies :09:00 – 11:30
Passport Collection: 09:00 – 11:00 & 16:00 – 17:00

**JALANDHAR****Address**

Canada Visa Application Centre
Aman Plaza, 3rd Floor, 310 Lajpat Nagar,
Mahavir Marg, Nakodar Chowk
Opposite to Lovely Autos, Jalandhar-144001

Hours of Operation:

CVAC Opening time: 09:00 – 17:00
Application Submission :09:00 – 16:00
Application Submission Travel Agencies : 09:00 – 11:30
Passport Collection: 09:00 – 11:00 & 16:00 – 17:00

LOCATION MAP**CHENNAI****Address**

Canada Visa Application Centre
VFS Global Services Pvt. Ltd.
Fagun Towers , Second floor, No 74, Ethiraj Salai,
Egmore, Chennai- 600008, India
Landmark : Near Ethiraj College

Hours of Operation:

CVAC Opening time: 09:00 – 17:00
Application Submission : 09:00 – 16:00
Application Submission Travel Agencies : 09:00 – 11:30 \\\nPassport Collection: 14:00 – 16:00

LOCATION MAP**BANGALORE****Address**

Canada Visa Application Centre
VFS Global Services Pvt. Ltd.
2nd Floor ,Unit 305, Prestige Atrium, No 1,
Central Street, Bangalore – 560001, India

LOCATION MAP

Hours of Operation:

CVAC Opening time: 09:00 – 17:00

Application Submission : 09:00 – 16:00

Application Submission Travel Agencies : 09:00 – 11:30

Passport Collection: 14:00 – 16:00



HYDERABAD

Address

Canada Visa Application Centre

VFS Global Services Pvt. Ltd.

H.No-1-8-313, Linus, 2nd Floor, Chiranfort Club Lane,
Begumpet, Hyderabad-500016, India

Hours of Operation:

CVAC Opening time: 09:00 – 17:00

Application Submission : 09:00 – 16:00

Application Submission Travel Agencies : 09:00 – 11:30

Passport Collection: 14:00 – 16:00

LOCATION MAP



MUMBAI

Address

Canada Visa Application Centre

VFS Global Services Pvt. Ltd.

Trade Centre 5th Floor, Bandra Kurla Complex,
Bandra (East), Mumbai – 400051, India

Hours of Operation:

CVAC Opening time: 09:00 – 17:00

Application Submission : 09:00 – 16:00

Application Submission Travel Agencies: 09:00 – 11:30

Passport Collection: 14:00 – 16:00

LOCATION MAP



AHMEDABAD

Address

Canada Visa Application Centre

VFS Global Services Pvt. Ltd.

Gujarat Chamber Building, Ashram Road,
Ahmedabad-380009, India

Hours of Operation:

LOCATION MAP

CVAC Opening time: 09:00 – 17:00
 Application Submission : 09:00 – 16:00
 Application Submission Travel Agencies : 09:00 – 11:30
 Passport Collection: 14:00 – 16:00



PUNE

Address

Canada Visa Application Centre
 VFS Global Services Pvt. Ltd.
 Sohrab Hall, Office# 501, 5th Floor,
 Next to Pune Railway Station,
 Pune 411001, India

Hours of Operation:

CVAC Opening time: 09:00 – 17:00
 Application Submission : 09:00 – 16:00
 Application Submission Travel Agencies : 09:00 – 11:30
 Passport Collection: 14:00 – 16:00

LOCATION MAP



KOLKATA

Address

Canada Visa Application Centre
 VFS Global Services Pvt. Ltd.
 Rene Tower, Building No. 1842,
 Rajdanga Main Road, Rajdanga,
 Landmark: Near Geetanjali Stadium
 Kolkata, 700107, India

Hours of Operation:

CVAC Opening time: 09:00 – 17:00
 Application Submission : 09:00 – 16:00
 Application Submission Travel Agents : 09:00 – 11:30
 Passport Collection: 14:00 – 16:00

LOCATION MAP



Helpline number: 022-67866002 (8:00 hrs – 17:00 hrs Monday to Friday excluding declared holidays)

Helpline email: info.canada@vfshelpline.com

We are open from Monday to Friday (excluding declared holidays)

Note : Please do not include any personal information in E-mails, SMS text messages or any other non-secure form of electronic communication.

HELPLINE

022-67866002

EMAIL ID:

info.canada@vfshelpline.com

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Useful Links

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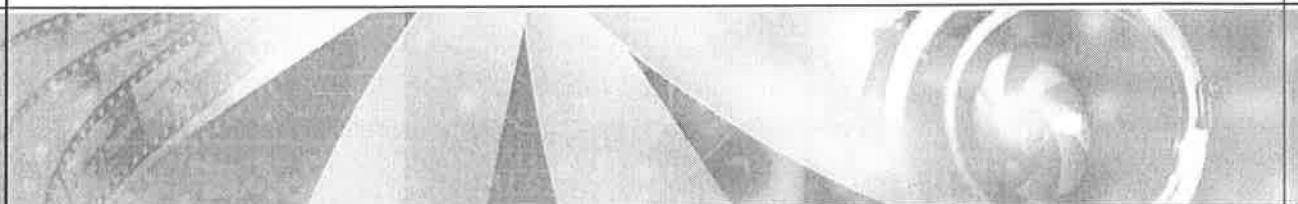


Citizenship and
Immigration Canada

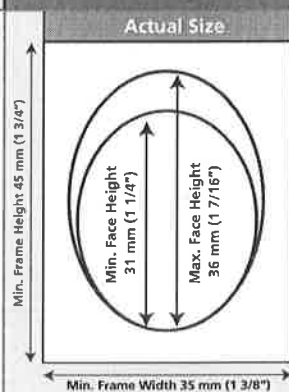
Citoyenneté et
Immigration Canada

Visa Application

» PHOTOGRAPH Specifications



Face Square to Camera



Photograph and Head Size Specifications

The face must be square to the camera with a neutral expression, neither frowning nor smiling, with the mouth closed.

If the photographs do not meet the specifications, you will have to provide new photographs before your application can be processed.



>> Blurred photograph



>> Non-neutral expression



>> Tinted glasses



>> Shadow on face



>> Shadow in background



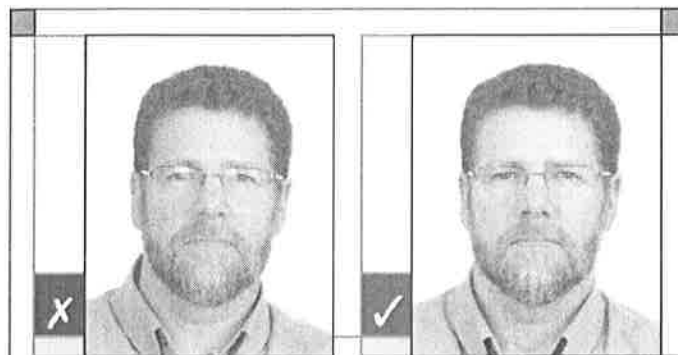
>> Underlit



>> Disturbed background



>> Overlit



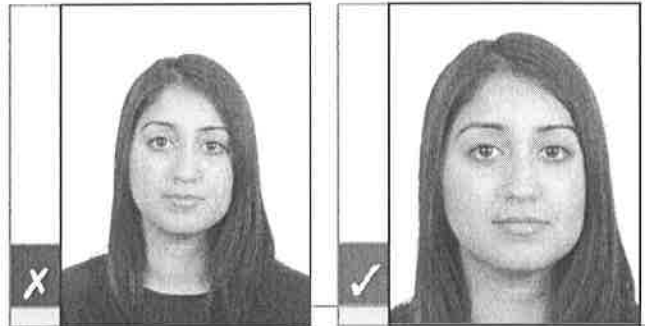
>> Reflection on glasses



>> Glasses frame covering eyes



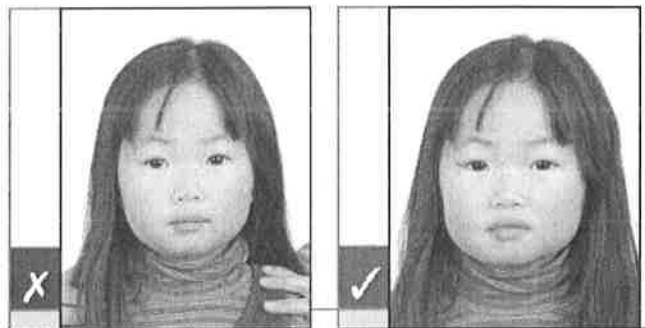
>> Unnatural colour



>> Face too small



>> Washed out



>> Hands in picture



>> Hair covering part of face



>> Face covered

TAKE THIS SHEET WITH YOU TO THE PHOTOGRAPHER

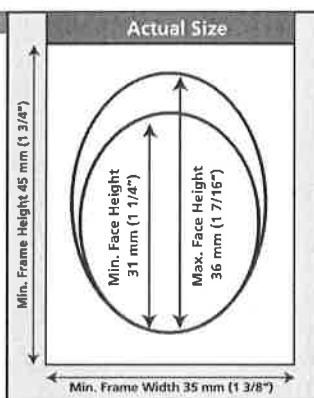
Requirements

- Provide two photographs of yourself and each accompanying family member with your application.
- Your photographs must comply with the specifications below. **If the photographs do not meet the specifications, you will have to provide new photographs before your application can be processed.**
- Photographs must be printed on quality photographic paper.

Specifications

- The photographs must be identical and taken within the last six months. They may be either black and white or colour.
- The photographs must be clear, well defined and taken against a plain white or light-coloured background.
- If the photographs are digital, they must not be altered in any way.
- Your face must be square to the camera with a neutral expression, neither frowning nor smiling, and with your mouth closed.
- You may wear non-tinted prescription glasses as long as your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- A hairpiece or other cosmetic accessory is acceptable if it does not disguise your normal appearance.
- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.

Photograph and Head Size Specifications



The frame size must be at least 35 mm X 45 mm (1 3/8" X 1 3/4").

The photographs must show the full front view of the head, with the face in the middle of the photograph, and include the top of the shoulders.

The size of the head, from chin to crown, must be between 31 mm (1 1/4") and 36 mm (1 7/16").

Crown means the top of the head or (if obscured by hair or a head covering) where the top of the head or skull would be if it could be seen.

If the photographs do not meet the specifications, you will have to provide new photographs before your application can be processed.