# Canada - Canada Business Visa

Visa Application Itinerary & Document Checklist

## Visa Details

| | |
|---|---|
| **Destination** | Canada |
| **Visa name** | Canada Business Visa |
| **Visa type** | Canada Business Visa |
| **Processing time** | Minimum 7-10 working days |
| **Available entry** | Single / Multiple |
| **Apply before** | 60 days |

## Required Documents

- Employer cover letter
- Host invitation letter
- Valid passport
- Two recent photos
- Company bank statements

## Other Documents

- Trade registration details

## Optional Documents

- Business Purpose Documents — Very Important
- Invitation letter from the Canadian company/organization
- Details of the Canadian host/company
- Canadian company's registration/business details, where appropriate
- Meeting/conference/trade-fair invitation or registration
- Business meeting schedule
- Purpose and agenda of the visit

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- Correspondence/emails between the Indian and Canadian companies
- Contract, purchase order or business agreement, if applicable
- Conference/event registration and event details
- Letter explaining the proposed business activities in Canada
- IRCC specifically recognizes business visits for meetings and events, and a Canadian business invitation can help confirm that the purpose of the visit is valid.
- ndian Company Documents
- For a business owner/director/partner:
- Company registration certificate
- GST certificate
- Company PAN
- MSME/Udyam certificate, if applicable
- Partnership deed / MOA / AOA, as applicable
- Company profile
- Company website/business profile, if applicable
- Ownership/directorship proof
- Company ITRs
- GST returns, where applicable
- Company bank statements
- Business license/registration, if applicable
- Cover Letter / Business Explanation Letter
- The applicant should clearly explain:
- Who they are
- Their company/business
- Nature of business
- Purpose of visiting Canada
- Name and details of Canadian host
- Business relationship with the Canadian company
- Meeting/conference dates
- Proposed duration of stay
- Who will pay for the trip
- Estimated expenses
- Why the applicant must return to India
- Employment/business commitments in India
- Previous international travel, if relevant

## Application Process

1. How to Apply – Top to Bottom
2. Step 1 – Determine Whether You Qualify as a Business Visitor
3. First establish that the applicant's activities fit Canada's business visitor category. Typical qualifying activities include meetings and events, while some training activities may also qualify. A person intending to perform work in Canada may need a work permit instead.
4. Step 2 – Obtain the Canadian Invitation
5. Ask the Canadian company/organization to provide a detailed invitation letter mentioning:
6. • Applicant's full name
7. • Company name in India
8. • Canadian host company
9. • Purpose of visit
10. • Meeting/event dates
11. • Proposed duration
12. • Location
13. • Business relationship
14. • Who will bear expenses
15. • Contact details of the Canadian host
16. Step 3 – Prepare the Complete File
17. Organize the documents into:
18. Personal → Business Purpose → Canadian Invitation → Indian Company → Financial → Employment → Travel → Strong Ties → Travel History → Cover Letter
19. Step 4 – Create an IRCC Account/Portal
20. Canada allows online applications for visitor visas for business visits through the IRCC Portal. The portal process starts with creating/signing into an account, completing the online application and uploading documents.
21. Official Canada – IRCC Visitor Visa Application
22. Step 5 – Complete the Eligibility Questionnaire
23. Answer the online questions accurately.
24. Your answers generate a personalized document checklist, so the final IRCC checklist can vary according to the applicant's circumstances.
25. Step 6 – Complete the Application Forms
26. Complete the forms generated by IRCC, including IMM 5257 – Application for Visitor Visa (Temporary Resident Visa) where applicable.
27. Ensure all information matches:
28. • Passport
29. • ITR
30. • Bank statements
31. • Employment/business records

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32. • Travel history
33. • Invitation letter
34. Step 7 – Upload Supporting Documents
35. Upload the personalized checklist documents along with relevant business evidence.
36. Do not upload unnecessary or contradictory documents simply to make the file larger. The objective is to present a clear, credible business purpose.
37. Step 8 – Pay Government Fees
38. Current IRCC fees are:
39. Fee Amount
40. Visitor Visa CAD $100
41. Biometrics CAD $85 per applicant
42. Family biometrics maximum CAD $170
43. The same CAD $100 visitor-visa fee applies to single or multiple-entry TRVs; IRCC decides the type issued based on the application.
44. Step 9 – Submit the Application
45. Review everything carefully and submit online.
46. Save:
47. • Application number
48. • Submission confirmation
49. • Payment receipt
50. • Uploaded-document records
51. Step 10 – Biometrics
52. If biometrics are required, IRCC will issue a Biometric Instruction Letter (BIL). The applicant should book the appointment and provide fingerprints and photograph at an official collection location.
53. Step 11 – IRCC Processing
54. IRCC may:
55. • Review the submitted documents
56. • Request additional documents
57. • Request an interview
58. • Request a medical examination
59. • Request a police certificate
60. • Ask for additional information
61. An incomplete application can result in refusal.
62. Step 12 – Passport Request
63. If the application is approved, IRCC will provide instructions for submitting the passport.
64. Step 13 – Visa Stamping & Passport Return
65. The passport is submitted as instructed. Once the visa is issued, the passport is returned with the Canadian visa counterfoil.

66. Step 14 – Travel to Canada
67. Carry the following when travelling:
68. • Passport
69. • Valid Canadian visa
70. • Canadian invitation letter
71. • Indian company support letter
72. • Meeting/event documents
73. • Accommodation details
74. • Return/onward itinerary
75. • Proof of sufficient funds
76. • Canadian host's contact details
77. IRCC specifically recommends carrying business-host/support letters and proof of sufficient funds when arriving in Canada.
78. _____
79. Key Points for a Strong Business Visa File
80. Canadian Invitation + Genuine Business Purpose + Strong Indian Business Profile + Sufficient Funds + Clear Travel Plan + Strong Return Ties + Consistent Documentation
81. Most importantly, do not present a business visit as a way to work in Canada. The applicant's proposed activities must genuinely fit the business-visitor rules; otherwise, the appropriate work authorization may be required.

## Processing Time

Minimum 7-10 working days

## Fees

**Single entry visa (inclusive of GST)**

| Category | Total Cost |
|---|---|
| Adult | **₹19,900/-** |
| Child | **₹19,900/-** |
| Infant | **₹9,950/-** |

**Multiple entry visa (inclusive of GST)**

| Category | Total Cost |
|---|---|
| Adult | **₹35,820/-** |
| Child | **₹35,820/-** |
| Infant | **₹17,910/-** |

Above cost is inclusive of GST. Embassy / VFS fees are separate unless stated.

## Important Notes

- Canada Business Visitor Visa – Important Notes Before Applying
- Before applying for a Canada Business Visitor Visa, make sure the application clearly establishes a genuine short-term business purpose and that the applicant will return to their home country.
- ⚠ Important Points
- Confirm the correct visa category
- A business visitor generally comes for meetings, conferences, trade fairs, negotiations, or certain short-term training activities. The applicant must not intend to enter the Canadian labour market.
- Canadian invitation is very important
- Obtain a genuine invitation letter from the Canadian company or business with whom the applicant will conduct business. The letter should explain the purpose, duration, business relationship, expenses and intended departure. An invitation letter does not guarantee visa approval.
- Indian business profile should be strong
- Provide genuine evidence of the applicant's business, such as:
- GST certificate
- Business registration
- Company profile
- ITRs
- Business bank statements
- Ownership/directorship proof
- Relevant contracts or business correspondence
- Show sufficient funds
- Financial documents should reasonably support the proposed trip. IRCC states that at least 6 months of account details and balances can help demonstrate the applicant's financial situation.
- Employment/business ties must be clear
- The application should demonstrate why the applicant needs to return to India—for example, ongoing business operations, employment, contracts, family responsibilities or other legitimate commitments.
- Business purpose must be specific
- Avoid vague statements such as “I am going to Canada for business.” Clearly mention:
- Who you are meeting → Why you are meeting → Where → When → What business activity will take place → Who will pay the expenses.
- Invitation and Indian company documents must match
- Company names, applicant's designation, meeting dates, business activity and travel duration should be consistent across the invitation letter, cover letter and supporting documents.
- Do not misrepresent the purpose of travel

- If the applicant intends to actually work for a Canadian company or perform work that requires authorization, a business visitor visa may not be appropriate. A work permit may be required.
- Travel history can support the application
- Previous visas, old passports, entry/exit stamps and evidence of returning from previous international trips can be included where relevant.
- Avoid unexplained financial transactions
- Large recent deposits or sudden increases in the bank balance should have a genuine and documentable source.
- Do not submit fake documents
- All invitation letters, company documents, financial records and business evidence must be genuine and verifiable.
- Check the personalized IRCC checklist
- The exact documents required can vary according to the applicant's circumstances. Follow the checklist generated by IRCC for the specific application.
- Apply before making non-refundable travel arrangements
- Canadian authorities recommend applying early and not assuming that a visa will be approved before booking flights.
- Carry business documents when travelling
- After approval, the applicant should carry the Canadian invitation, supporting letter from the Indian company, relevant contracts/service agreements, host's contact details and proof of sufficient funds when entering Canada.
- Most Important Formula
- Genuine Canadian Invitation + Clear Business Purpose + Strong Indian Business Profile + Sufficient Funds + Strong Return Ties + Consistent Documents = Stronger Business Visitor Visa Application

Visa issuance is the sole responsibility of the embassy or consulate. We provides consultation and filing support only; fees shown are starting prices for our services and exclude official government charges unless stated.

## Why Choose Velotrav

- Corporate document consistency checks