



OFFICE OF THE SENIOR SUPERINTENDENT OF POLICE, UT, CHANDIGARH

Order

It has been observed that some Immigration/Emigration/Student Visa Companies are running their offices in UT, Chandigarh. Since there is no need of license for consultancy of student visa but they start providing immigration/emigration consultancy to the people. They get publish advertisements in leading newspaper and dupe the innocent people of Chandigarh, Punjab, Haryana and Himachal Pradesh and after 2-3 months they close their offices and run away from the city. The unlawful activities of these companies cause financial loss to the general public.

In order to check and curb the unlawful and frudulent activities of the immigration companies, the following procedure is urgently required to be implemented/followed before opening of Immigration/Emigration/Visa Consultancy office in UT, Chandigarh: -

1. Application for new verification of immigration shall be made in Form-1.
2. Proof of residence issued by the competent authority (all directors/partners/proprietor) i.e. Residence proof/voter ID card/Aadhar Card/UID/Arms license/Passport.
3. Proof of date of birth (copy of any one i.e. birth certificate/matriculation certificate/passport) of all the directors/partners/proprietor.
4. Proof of identity (copy of any one i.e. voter ID card/Aadhar Card/UID/PAN card/Arms license/Passport) of all the directors/partners/proprietor.
5. Copy of PAN card of the immigration company.
6. Income tax return with computations for minimum 3 year and maximum 5 years.
7. Bank account statement of previous year or since the inception of business, whichever is lesser.
8. To satisfy the credibility aspect proprietor/all directors/partners shall give an undertaking in shape of an affidavit duly attested by Executive Magistrate.
9. Has adequate space/accomodation, which shall not be less than 100 sq. feet of size, either owned or is taken on rent, by such person, as the case may be, to carry on the profession. Provided that such space/accomodation shall be located in the commercial area of a city or town or any other such area, accesible by any person without any difficulty, who approaches for services.
10. Proof of occupancy of business place i.e. copy of the ownership of the accomodation(sale deed) or registered rent deed by sub registrar.
11. Provided further that such space/accomodation shall duly be registered under the Punjab Shops and Commercial Establishment Act, 1958(Punjab Act No. 15 of 1958).
12. Detail of two surities who are income tax assesees alongwith residence proof, copy of PAN and ITR.
13. Proof of constitution/operation of business:
 - (i) In case of sole proprietorship:
 - (a) Certificate from Chartered Accountant regarding sole proprietorship.
 - (b) Certificate from bank, certifying sole proprietorship.
 - (ii) In case of partnership firm, copy of partnership deed by sub registrar.
 - (iii) In case of private limited company or a limited company, incorporated under the companies act, copy of certificate of incorporation.
14. If a person including NRI's who is already in the profession of a travel agent or consultancy, applies for a verification, he shall submit a xerox copy (duly attested) of the certificate issued by the IATA, TAAI and TAFI, as the case may be, if already registered with them alongwith his application.
15. In case of NRI following to be submitted: