

Canada : Business Visa.

Checklist of documents required (updated as on 01st July 2026):

At the moment, only Online application is accepted.

Sr. No.	Document	Checklist
*	Documents from Indian Employer (Company) -	
1.	Employer Covering letter on their Letterhead addressed to - “To, The Canadian High Commission, New Delhi.” giving all the details about the applicant and the Business trip. Letter to be signed by authorized signatory along with Company seal, mentioning their Name, Designation and Contact details.	
2.	Indian Employer Last 6 months latest Bank statement with bank stamp & signature.	
3.	Indian Employer Company Registration Document. (Certificate of Incorporation) & GST Certificate (All 3 pages).	
4.	Indian Employer Last 3 Years ITR copies. (Only Acknowledgement Pages).	
5.	Invitation Letter from the Canadian Company on their letterhead addressed to - “To, The Canadian High Commission, New Delhi.” with the Company’s seal and signature of the authorized signatory mentioning their Name, Designation and Contact details.	
*	Documents of the Applicant -	
6.	Fully Scanned Valid + Old Passports with all immigration stamps and visas.	
7.	Application form (which will be reviewed and further filled by us online on your behalf)	
8.	Clear Scanned / Digital passport size photograph as per these specifications: Size 35X45mm, white background, face should comprise 80% of the photo, wearing dark clothes, without eyewear, both ears should be clearly visible and no teeth to be shown.	
9.	Photo Copy of Government ID proof - Aadhaar Card and Pan Card.	
10.	Last 3 Months Salary slips with company stamp & sign.	
11.	Latest 6 months updated Personal Savings & Salary account statement with bank stamp & signature on each page.	
12.	Personal ITR copy for last 3 years for salaried person. If self-employed, Personal & Company ITR copy for last 3 years. (Only single Acknowledgement page)	
13.	Return Flight Tickets if any.	
14.	Confirmed hotel bookings with applicant name mentioned in the reservation if any.	
15.	If Self-Employed , Company Registration document (Certificate of Incorporation/MOA/Shop Act/AAO/GST Certificate/Partnership Deed written in English with current account statement).	

Important Information:

Effective 31st December 2018, all applicant's need to visit to their nearest VFS centre personally. The applicant is required to give Biometric while applying for the said period. (Subject to change as per Consulate/Embassy guidelines).

Following applicants are exempted from Biometrics:

- Children under 12 years of age.
- Applicants for whom the collection of fingerprints is physically impossible.
- Sovereigns and other senior members of a Royal family, Heads of State and members of the National Governments (with their official delegations and spouses) if they travel for official purposes.

Processing Time:

Canada Business Visa takes 2-3 Months. May vary as per the IRCC Processing Time

Visa Pricing*:

Sr. No.	Particular	Charges
1.	VISA fees (CAD 100)	₹ 6,800/- Approx.
2.	Biometric Fees (CAD 85)	₹ 5,800/- Approx.
3.	Odyssey Service Charges (Inclusive GST) for Paper Application	₹ 4,130/-
Total		₹ 16,730/-

****If we make dummy hotel bookings for visa purpose it will be chargeable of INR 1180/- per booking**

****Once the visa is approved and the Embassy asks for Passport Stamping there are 2 options as below:**

- 2—way courier – where the passport will be collected from your residence – approx. INR 2400/- charges per application
- Personal Submission at VFS – No charge

*The Visa fees for all the countries is subject to change due to rate of exchange changes. Please check for the updated fee at the time of applying.

Premium Lounge Facility at additional cost ₹ 4,000/- to ₹ 4,500/- per applicant.

****Please note** – it does not affect the application assessment anywhere.

- Separate Lounge with personalised service by the dedicated staff.
- Refreshments.
- Reading Material (Magazines/Newspapers).
- Courier return of passport.
- SMS alert on the status of your application.
- 4 photographs.
- Photocopying service for your documents upto a maximum of 10 photocopies.

Important Note:

- 1) Granting or refusing the Visa is at sole discretion of respective Embassy/Consulate/High Commissions. Odyssey Tours & Travels only assists in the Visa Application process & does not give any guarantees or assurances about the approval of the VISA or the time frame for processing the Visa Application.
- 2) Documents may vary on case to case basis and Embassy/VFS may ask for some additional documents from the applicant as well as call the applicant for a personal interview.
- 3) The duration of the Visa and whether it is for a Single/Multiple entry is at the sole discretion of the Consulate.

Other services offered by Odyssey Tours and Travels:

Odyssey has been in the business for the past 33 years and we have an experienced team with collective experience of more than 200 years, excellent strategic relationship with the airlines and the best travel technology tools which helps us in crafting memorable experiences for our clients.

Apart from visas, we offer the entire gamut of travel services including flights, hotels, sightseeing tours, cruise vacations, customized conference and incentive programs, car rentals, travel insurance and passport assistance.