

A GUIDE FOR YOUR MOVE TO INDIA

Your Document *Kit*

Almost every task of your move asks for the same short stack of papers and photos. Assemble it once, properly, and everything downstream is fast. Here's the kit, the photo spec, and exactly which document each process needs.

- 1** folder, done once **2** sets, paper + digital

Where expertise meets empathy.

Prepared for assignees relocating to India.

IKAN.COM

FRRRO, your PAN, a bank account, a SIM, a driving licence, a school place, they all draw on the **same handful of documents**. The single best thing you can do before you fly is build one complete kit: the originals, photocopies, passport photos, and a phone scan of each. Do it once and you'll breeze through week one instead of chasing papers.

6 CORE DOCUMENTS TO GATHER	6-8 PASSPORT PHOTOS TO BRING	2 SETS, PAPER + CLOUD SCAN	All FOR EACH DEPENDENT TOO
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DO THIS BEFORE YOU FLY

Build **one folder**, physical, plus a clear phone scan of every page in the cloud. Put in your passport & visa, a stack of passport photos, your employer letter, proof of address, financial proof, and any **apostilled personal certificates**. Apostille takes weeks, so start it at home, early. Carry the folder to every appointment in week one.

THE CORE KIT

What to gather

 Passport & visa Plus photocopies of the photo page & visa sticker	 Passport photos 6 to 8 prints, white background, see the spec below
 Employer letter Contract + bona-fide / undertaking letter	 Proof of address Home-country proof + your India lease or FRRO permit
 Apostilled certificates Marriage & birth, for dependent visas & school	 Financial proof Recent bank statements or salary slips

GET IT RIGHT ONCE

The passport-photo spec



Plain light background

White or off-white, evenly lit, no shadows



Full face, neutral

Looking straight on; avoid glare on glasses



Bring both sizes

2" x 2" (51x51mm) and 35x45mm



Keep a digital copy

A high-res file on your phone for online forms

Recent (within ~6 months). Indian shops can print more cheaply on arrival, but land with a set so nothing waits on a photo.

THE CHEAT SHEET

Which process needs what

Read down each column to see what to bring to a given task. ● needed ○ sometimes - not needed

DOCUMENT	FRRO	PAN	BANK	SIM	DRIVING	SCHOOL
Passport	●	●	●	●	●	●
Visa	●	○	●	●	●	○
Passport photos	●	●	●	●	●	●
Proof of address	●	●	●	●	●	●
Employer letter	●	-	○	-	-	○
Apostilled certificates	○	-	-	-	-	●

Indicative, exact requirements vary by city, bank and school. Your IKAN consultant gives you the precise list for each task.

GOOD TO KNOW

A few practical notes



Keep copies everywhere

Cloud + an offline phone folder + paper. You'll be asked for copies constantly in week one.



Apostille early

Legalising certificates abroad takes weeks. Start before you fly, it can't be rushed on arrival.



Guard the originals

Hand over copies, not originals, unless an official insists. Keep passports especially safe.



A set per person

Each dependent needs their own documents & photos, build a folder for everyone.

YOUR SUPPORT

How IKAN helps

- ✓ We give you the **exact document checklist** for your visa, city and each task
- ✓ We tell you **what to apostille** before you fly, so nothing stalls later
- ✓ We help prepare **employer letters & undertakings** in the right format
- ✓ We **carry copies to every appointment** and handle the paperwork with you

Document kit • quick checklist

- ☐ One **folder** assembled, paper + a cloud scan of each page
- ☐ **Passport, visa & photocopies** + 6 to 8 **passport photos**
- ☐ **Employer letter**, proof of address & financial proof
- ☐ **Apostilled certificates** started at home (marriage, birth)
- ☐ A **full set for each dependent** travelling with you
- ☐ Your **FRRO Residential Permit / registration certificate** filed here once it's issued

GO DEEPER

The full step-by-step

Want every form, fee, document and pitfall? These deep-dive guides carry the complete detail.

PAN & Bank Account →

The full PAN + account walkthrough

Aadhaar for Foreign Nationals →

Optional, eligibility & process

Get this folder right and the rest of your move flows. Send us a photo of what you've gathered and we'll tell you what's missing. Questions any time.

Your IKAN Relocations team

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ikan talent
mobility
Where expertise meets empathy

Where expertise meets empathy, supporting your move to India, every step of the way. Document requirements vary by visa, city and provider and change over time; your consultant confirms the exact list for each task.