



Traveler data / Angaben zum Reisenden

Country to Visit/Reiseland *

Number of Entries/Anzahl Einreisen *

Business - Tourist - Technical *

Last Name/Nachname *

First Name/Vorname *

Nationality *

Email *

Phone / Telefon *

Assistant data / Angaben AssistentIn

Last Name/Nachname

First Name/Vorname

Email

Phone / Telefon

Cell phone/Handy

Billing address / Rechnungsadresse

Company / Firmenname *

Attention of / z.Hd. *

Exact address / Genaue Adresse *

PO-Number/Cost Center/Auftragsnummer/Kostenstelle

Passport return address / Rückversandadr. Pass

Company / Firmenname

Attention of / z.Hd.

Exact address / Genaue Adresse

Return address for passport/Rücksendung Pass *

Send Passport to Billing address/Passversand wie Rechnungsadresse

*For administrative reasons we require credit card payment for private persons.
Aus administrativen Gründen verlangen wir Kreditkartenzahlung bei Privatpersonen.*

Payment/Zahlung *

- Invoice/Rechnung
- Credit Card

Credit Card Number with Expiry Date MM/YY

Number

Expiry Date

Date of request / Datum des Auftrags

Return my passport until: / Pass zurück bis:

Required Shipping / Gewünschte Versandart:

Swiss Post Registered A-Post next working day (Monday-Friday) - CHF 9,00

DHL Courier Standard next working day (Monday-Friday) - CHF 18,50

Courier SAME DAY - price on request

Swiss Post Registered EXPRESS next day (Monday-Saturday) - CHF 22,00

DHL Courier Rapid next working day (Monday-Friday) - CHF 23,50

Courier international - price on request



Consular Service Fly

Visa and Consular Service Bern - Geneva

Required documents:

Canada - eTA Electronic Travel Authorization

Validity of Visa:

1-5 years

Max. Duration of stay:

180 days

Permitted entries:

multiple

- Our Visa Request Form
- Application form Questionnaire PDF - (download from our site, the online application form will be filled by us).
- Original passport, valid at least 6 months beyond return date
- Confirmation of employment stating the intention to resume work, with start working date - required language:

Submission procedure: The visa is an electronic visa. The issued visa will be sent to you in PDF form and should be carried with you when you enter the country. Send us all documents by email.

Processing time standard application 4 working days

Processing time express application not available

Processing time urgent application not available

Comment/Remarks

*Our service and responsibility is completed from the moment we post our documents at the Swiss Post or Courier Service.
We are not liable for any delay or loss of documents posted on time.*

• info@consular-service.ch • www.consular-service.ch •

Office Bern

Postadresse: Postfach 9008, 3001 Bern
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Office Genève

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Tel. +41 (0) 22 888 50 80 - Fax +41 (0) 22 888 50 85



Consular Service Fly

Visa and Consular Service
Bern - Geneva

Canada – Questionnaire eTA

(incomplete questionnaires can lead to a delay of process)

Name and First Name		
Private address with post code and location		
Place of birth/Country of birth		
Maiden name/Name at birth		
Private phone number		
Marital status	single	married
	divorced	widowed
Employer: Company, Address, Function, Phone number		
Date start of employment		
Planned entry date in Canada		
Purpose of travel	Tourist	Business
Have you ever applied for an eTA? If yes, please enter the visa number		

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Canada – ETA/Business Visitors eligibility

Business Visitors

This broad category facilitates entry for individuals who engage in business or trade activities in Canada but will not enter the Canadian labour market. There are a number of subdivisions under this category, but all business visitors must meet the following general criteria:

- There must be no intent to enter the Canadian labour market (there will be no gainful employment in the country);
- The worker's activity in Canada must be international in scope (it is assumed that a business visitor will engage in cross-border activity of some sort);
- For business visitors in Canada working for a foreign employer, the following criteria are assumed:
 - The primary source of the worker's compensation is outside of Canada
 - The principal place of employment is located outside of Canada
 - The employer's profits are accrued outside of Canada

When traveling to Canada, business visitors should be prepared to present immigration officials with documentation that attests to their desired status in Canada. This documentation will vary on a case-by-case basis. Often, items such as a letter of support from a parent company or letter of invitation from a Canadian company can help to bolster one's likelihood of acceptance as a business visitor.

Business visitors may fall into the following sub-categories:

After Sales Service

After-sales service providers may come to Canada to repair, service, supervise installers, and set up and test commercial or industrial equipment. Such services must be detailed in the contract of sale for the equipment in Canada. Individuals coming to Canada to train prospective users or maintenance staff in the operation of specialized equipment may also fall under this category.

Board of Directors Meetings

Members of a board of directors who must enter Canada to attend a meeting are eligible to do so as business visitors. Though these individuals may be remunerated for their time in Canada, this does not constitute entry into the Canadian labour market.

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Employees of Short-Term Temporary Residents

Individuals who are employed in a personal capacity, on a full-time basis, by temporary residents in Canada may be considered business visitors. An example of professions that may be eligible under this category include domestic servants, personal assistants or live-in caregivers. If the short-term temporary resident, and subsequently their employee(s), extends their stay past 6 months, a Labour Market Impact Assessment and Work Permit may need to be secured for the employee(s).

Employees of Foreign Companies Contracting Canadian Companies

Situations arise in which foreign companies contract Canadian companies to provide services in Canada. In such a situation, the foreign company may wish to send one or more employees to Canada to ensure that the work is being carried out in a way that pleases the foreign company.

If an employee of a foreign company is sent to Canada for this purpose, they may be considered a business visitor provided they fulfill the following criteria:

- They remain an employee of the foreign company;
- They remain on the payroll of the foreign company;
- The foreign company remains the beneficiary of the employee's efforts; and
- The foreign company's principal place of business remains outside of Canada.

A business visitor in this category may remain in Canada for up to two years.

Emergency Service Providers

Workers who will enter Canada to provide services in times of emergency may do so without a work permit. The purpose of their work should be preserving life and property in the face of natural disasters or commercial accidents.

Canada has specifically entered into agreements with the United States to facilitate the movement of emergency aid workers across the border between the two countries. These workers may be doctors or medical teams as well as appraisers and foreign insurance adjusters.

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