

Documents	Particulars
Passports	* Original Passport with atleast 6 months validity and atleast 2 blank pages.
	* Original old passport booklets if any
	* Photocopy of all the pages of current and previous passport
Photographs	* 3 photographs each
	* White background; Glossy finish; 80% face coverage with a little shoulder to be seen; Eyes and face to be clearly visible; Dimensions: 45mm x 35mm
Covering Letter	* A covering letter per individual / family/ company addressed to The Visa officer, High Commission of Malta
	* The Covering Letter should brief the profile of the applicants and the purpose of travel with travel dates
	* Covering Letter has to be on the company letterhead for officials / sponsored applicants
Bank Statements	* Original 6 months personal and company's bank statements with the seal and signature from the bank
	* Bank statements should be of relevant and active accounts which shows the proof of funds and income
	* Bank statements should be of a closing date closer to the date of visa application (A4 size preferred)
	* A Letter (signed and stamped) from the bank stating the available balance
IT Returns	* Latest 3 years Income Tax Acknowledgement / ITR-V (Sarl) of individuals and the company
Itinerary / Air tickets	* Return airtickets with all internal flight / train tickets if any
Purpose of Travel / Accommodation	* Letter of Invitation from the inviting company, explaining purpose of visit, professional status of the applicant/s and details regarding activities and business relations with the Indian Company.
	* Company Registration Certificate
	* Covering letter from sending company, explaining purpose of visit, professional status of applicant/s and details regarding the activities and business relation with the Maltese company
	* Declaration of Proof signed by the invitee and endorsed by a Notary + photocopy of invitee's ID Card or Passport
	* Hotel Booking or other proof of accommodation
	* Adhaar card (along with a photocopy)
Supporting Credentials	Businessmen:
	* Proprietorship certificate / Certificate of Registration / Memorandum of Association, Articles of Association / Partnership Deed
	* NOC from other partners or Directors in case of partnership
	Employees:
	* Leave sanction letter from the company (from the Government body in case of Government employees / public servants)
	* Last 3 months Salary Statements (only for Private firms)
	* Company ID card (optional)
	* Retirement Certificate or Letter / Copy of Pension Book (for retired employees)
	* Pension statements for the last three months;
	Students:
	* Leave sanction letter from the educational institution (for travel during working days)
	* Bonafide Certificate from the educational institution (for travel during vacations)
	* School/ College ID card (optional)
	Newly Wed / Honeymooners (if the spouse's name is not endorsed in their passports):
	* Marriage Certificate (Original)
	* Wedding Invitation card / Photographs (in case the marriage certificate is not ready)
	Children travelling and unaccompanied by both the parents / either parent
	* A notary attested NOC on a stamp paper from both / either of the parent respectively if both/either of them unaccompany
	* Passport copies / copy of both / either of the parents
	* In case parents don't have passports, birth certificate of the applicant and copies of the ID cards of the parents.
	Travellers unaccompanied by spouses/partners
	* A notary attested NOC on a stamp paper from the unaccompanied spouse
	* Passport copy of the unaccompanied spouse. If not a passport holder, any Govt ID Proof mentioning spouse name can be submitted.
	Additional supporting documents if available
	* Adhaar card (along with a photocopy)
	* FD Receipts from banks
	* Public shares / debentures certificate
	* Asset evaluation report from a CA
Travel Insurance	* Valid Travel Insurance from the Embassy approved companies which covers the days of travel with minimum coverage of EUR 30,000
Disclaimers	* The above list of documents are the standard requirements for the visa application. The Embassy / Consulate/ High Commission/ Application Centres hold the rights to demand further documents for verification.
	* BPVS offers Visa Facilitation services to our customers against a Service Fee

* BPVS at no stage guarantees the outcome of any visa application. The decisions on the Visa applications would be at the sole discretion of the respective Embassy/ Consulate / High Commission
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Information Updated on 15.02.2023