

NEW ZEALAND BUSINESS / CONFERENCE VISA

Documents	Particulars
Passports	* Original Passport with atleast 6 months validity and atleast 2 blank pages.
	* Original old passport booklets if any
Photographs	* 1 Digital photo
Covering Letter	* A covering letter per individual / family/ company addressed to The Visa officer, New Zealand High Commission
	* 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 online bank statements
	* 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
	* Recognised Credit Cards with sufficient funds
IT Returns	* Latest 3 years Income Tax Acknowledgement / ITR-V (SaraI) of individuals and the company
Itinerary / Air tickets	* Return airtickets with all internal flight (if available).
Purpose of Travel / Accommodation	* Original Introduction letter from the employer on a business letterhead signed & stamped by HR or directorate mentioning your position, duration of your service, the dates and purpose of the trip and if your expenses are being covered by the employer/company. This letter must include the full name of the company, company contact, address, telephone and fax number.
	*Invitation letter mentioning the company name, full name of the inviter, title, business address, email, website address, telephone and fax numbers. The letter must include a brief summary of the reasons for the invitation including details of the business activities, duration of trip, statement specifying who will be responsible for all expenses related to the trip.
	*If you are attending a trade show or other business conference:- A letter from the conference organizer confirming your registration.
Supporting Credentials	Businessmen:
	* Proprietorship certificate / Certificate of Registration / Memorandum of Association, Articles of Association / Partnership Deed / PAN Card
	* 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)
	Bona fide 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
	* FD Receipts from banks
	* Public shares / debentures certificate
	* Asset evaluation report from a CA
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

Information Updated on 05.06.2024