

AUSTRIA INCENTIVE GROUPS VISA

Documents	Particulars
Passports	* Original Passport with atleast 6 months validity and atleast 2 blank pages. * Original old passport booklets if any
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
Visa Forms	* Duly filled visa forms by the applicants (available on the links below) with signatures * Signatures for children (below 18 years) to have both parents's signatures along
Documentation required from the Company	*Proof of Company: A letter from lawyer / chartered accountant / Confirmation of Chamber of Commerce concerning evidence of established business, certificate of registration of company etc *ITR: Income Tax Acknowledgement / ITR-V for the last three (3) years *Proof of funds: Original Balance certificate from the Bank. * Round-trip flight reservations - travel itinerary for the entire group: airline reservation and proof of other means of travel within Austria/EU in case of onward travel * Proof of accommodation for the entire group: Hotel reservation in Austria and other EU Member State in case of onward travel * Undertaking for the financial expenditure during the trip as well as for the safe return of group applicants. * Details of the contact person from the company, including email, phone no. (With extn.), if possible mobile no. * A consolidated list of all group applicants, to be sent directly to the Embassy by email and a copy to be attached with applications.
Documentation required from individuals	*Cover letter explaining the association or business relations with the sponsor co., intended duration of stay, etc *Employed (Staff of sponsor co.): Salary certificate of the last three (3) months, employment contract etc. *Personal ITR: Income Tax Acknowledgement / ITR-V for the last three (3) years *Proof of personal funds: Original bank statements for the last three (3) months and / or other financial resources
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) 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 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
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. * The Embassy / Consulate / High Commission hold the rights to call the applicant for a Personal Interview if needed * 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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