

CROATIA BUSINESS VISA

Documents	Particulars
Passports	* Original Passport with atleast 6 months validity and atleast 2 blank pages. * Passport should have been issued within last 10 years * 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
Covering Letter	* A covering letter per individual / family/ company addressed to The Visa Officer, Embassy of Croatia * The Covering Letter should brief the profile of the applicants and the purpose of travel with travel dates * Covering Letter can be on a plain paper for individuals and on the company letterhead for officials / sponsored applicants
Bank Statements	* Original 3 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) * Copy of international credit card with three months credit card statement
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 * Day wise itinerary
Purpose of Travel / Accommodation	*Letter of Guarantee by Legal Person: in original or copy if the original is deposited at the Ministry of Foreign and European Affairs in Croatia; with the Letter of Guarantee, the guarantor shall enclose a proof of solvency (BON 1 or BON 2 Forms, or a confirmation of the Commercial Court that it is not in liquidation etc.); the applicant shall be handed a photocopy of the Letter of Guarantee. * Invitation letter from the Business partner * Detailed schedule of your business meetings *Certificate of Incorporation of the company * Hotel reservations or other accommodation proof of the entire stay in the Schengen area
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 *A letter from lawyer / chartered accountant / Confirmation of Chamber of Commerce concerning evidence of established business, certificate of registration of company (Optional) 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. If the applicant is sponsored * Proof of sponsorship and/or private accommodation by completing a national form of the Schengen State concerned (see the website of the Member State of destination) * Pension statements for the last three months * Proof of regular income generated by ownership of property or business Additional supporting documents if available * FD Receipts from banks * Public shares / debentures certificate * Asset evaluation report from a CA * Endorsement on passport / receipt of purchase of foreign exchange
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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