

CZECH REPUBLIC 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 Czech Republic
	* The Covering Letter should brief the purpose of travel and business relation with the Czech Republican business partner.
	* Covering Letter has to be 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)
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 / train tickets if any
	* Day wise itinerary
Purpose of Travel / Accommodation	* Invitation letter from the Business partner confirming the applicant's identity, purpose of journey, duration and place of intended stay.
	* Cover letter from the applicant's employer confirming the applicant's identity, purpose of journey, duration and place of intended stay.
	* Hotel reservation in Czech Republic and other EU Member State in case of onward travel
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
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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