

**ESTONIA BUSINESS VISA**

| Country                                  | Type of Visa:  |
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| Documents                                | Particulars  |
| <b>Passports</b>                         | * Original Passport with atleast 6 months validity and atleast 2 blank pages.<br>* Original old passport booklets if any<br>*All applications must contain a full colour photocopy of the valid passport - all pages of the passport are required.<br>*If there are any valid visas for Schengen or USA/UK/Canada/Australia (issued in last three years) in the old/cancelled passport then a colour photocopy of the visa pages and passport data pages are required.   |
| <b>Photographs</b>                       | * 3 photographs each<br>* 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   |
| <b>Covering Letter</b>                   | * A covering letter per individual / family/ company addressed to The Visa officer, Embassy of Estonia<br>* The Covering Letter should brief the purpose of travel and business relation with the Estonia business partner.<br>* Covering Letter has to be on the company letterhead for officials / sponsored applicants  |
| <b>Bank Statements</b>                   | * Original 3 - 6 months personal and company's bank statements with the seal and signature from the bank<br>* Bank statements should be of relevant and active accounts which shows the proof of funds and income<br>* Bank statements should be of a closing date closer to the date of visa application (A4 size preferred)  |
| <b>IT Returns</b>                        | * Latest 3 years Income Tax Acknowledgement / ITR-V (Sara) of individuals and the company  |
| <b>Itinerary / Air tickets</b>           | * Return airtickets with all internal flight / train tickets if any<br>* Day wise itinerary  |
| <b>Purpose of Travel / Accommodation</b> | * Invitation letter from the Estonia Business partner mentioning clearly:<br>- full address and contact persons of the company<br>- the name and position of the countersigning officer<br>- name, position, salary and years of employment<br>- the purpose of the visit<br>- confirmation of position after the return;<br>- the person or the entity who will bear your travel and living costs<br>* A copy of the business license on official company paper with stamp and signature<br>* Hotel reservation in Estonia and other EU Member State in case of onward travel<br>* Original invitation letter from the organizer of the event or the training<br>* Work permit(if going to work in Estonia)   |
| <b>Supporting Credentials</b>            | <b>Businessmen:</b><br>* Proprietorship certificate / Certificate of Registration / Memorandum of Association, Articles of Association / Partnership Deed<br>* NOC from other partners or Directors in case of partnership<br>* A letter from lawyer / chartered accountant / Confirmation of Chamber of Commerce concerning evidence of established business, certificate of registration of company (Optional)<br><b>Employees:</b><br>* Leave sanction letter from the company (from the Government body in case of Government employees / public servants)<br>* Last 3 months Salary Statements (only for Private firms)<br>* Company ID card (optional)<br>* Retirement Certificate or Letter / Copy of Pension Book (for retired employees)<br><b>Students:</b><br>* Leave sanction letter from the educational institution (for travel during working days)<br>* Bonafide Certificate from the educational institution (for travel during vacations)<br>* School/ College ID card (optional)<br><b>Newly Wed / Honeymooners (if the spouse's name is not endorsed in their passports):</b><br>* Marriage Certificate (Original)<br>* Wedding Invitation card / Photographs (in case the marriage certificate is not ready)<br><b>Children travelling and unaccompanied by both the parents / either parent</b><br>* A notary attested NOC on a stamp paper from both / either of the parent respectively if both/either of them unaccompany<br>* Passport copies / copy of both / either of the parents<br><b>Travellers unaccompanied by spouses/partners</b><br>* A notary attested NOC on a stamp paper from the unaccompanied spouse<br>* Passport copy of the unaccompanied spouse. If not a passport holder, any Govt ID Proof mentioning spouse name can be submitted.<br><b>Additional supporting documents if available</b><br>* FD Receipts from banks<br>* Public shares / debentures certificate<br>* Asset evaluation report from a CA |
| <b>Travel Insurance</b>                  | * Valid Travel Insurance from the Embassy approved companies which covers the days of travel with minimum coverage of EUR 30,000   |
| <b>Disclaimers</b>                       | * 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.<br>* The Embassy / Consulate / High Commission hold the rights to call the applicant for a Personal Interview if needed<br>* BPVS offers Visa Facilitation services to our customers against a Service Fee<br>* 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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