

**ITALY BUSINESS VISA**

Documents	Particulars
<b>Passports</b>	<ul style="list-style-type: none"> <li>* Original Passport with atleast 6 months validity and atleast 2 blank pages.</li> <li>* Passport should have been issued within last 10 years</li> <li>*One set photocopy of applicant's Passport</li> <li>* Original old passport booklets if any</li> </ul>
<b>Photographs</b>	<ul style="list-style-type: none"> <li>* 3 photographs each</li> <li>* 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</li> </ul>
<b>Covering Letter</b>	<ul style="list-style-type: none"> <li>* A covering letter per individual / family/ company addressed to The Visa officer, Consulate of Italy</li> <li>* The Covering Letter should brief the purpose of travel and business relation with the Italian business partner.</li> <li>*Cover letter from the applicant's employer</li> <li>* Covering Letter has to be on the company letterhead for officials / sponsored applicants</li> </ul>
<b>Bank Statements</b>	<ul style="list-style-type: none"> <li>* Original 3 months personal bank statements with the seal and signature from the bank</li> <li>* Bank statements should be of relevant and active accounts which shows the proof of funds and income</li> <li>* Bank statements should be of a closing date closer to the date of visa application (A4 size preferred)</li> <li>*Original receipt and a copy of the Forex purchased or latest Credit card statement mentioning credit Limit.</li> </ul>
<b>IT Returns</b>	<ul style="list-style-type: none"> <li>* Latest 3 years Income Tax Acknowledgement / ITR-V (Saral) / Form 16A of individuals and the company</li> </ul>
<b>Itinerary / Air tickets</b>	<ul style="list-style-type: none"> <li>* Return airtickets with all internal flight / train tickets if any</li> <li>* Day wise itinerary</li> </ul>
<b>Purpose of Travel / Accommodation</b>	<ul style="list-style-type: none"> <li>*Letter from Indian Company or Institution, explaining purpose of the visit, professional status of applicant, and details regarding activities and business relation with Italian company. The letter must be signed by the authorized person, whose name and charge must be clearly identified. The letter must also mention the sponsor of the trip and also attach a copy of the company Registration Certificate/ Memorandum of articles.</li> <li>* Invitation letter from the Business partner in Italy.</li> <li>* Copy of the passport or Identity card of the person in Italy who is signing the invitation letter.</li> <li>* Copy of the Visura Camarale of the inviting Company (Registration with the local Chamber of commerce).</li> <li>* Evidence of actual business relations in Italy.</li> </ul>
<b>Supporting Credentials</b>	<p><b>Businessmen:</b></p> <ul style="list-style-type: none"> <li>* Propreitership certificate / Certificate of Registration / Memorandum of Association, Articles of Association / PartnershipDeed</li> <li>* NOC from other partners or Directors incase of partnership</li> <li>*A letter from lawyer / chartered accountant / Confirmation of Chamber of Commerce concerning evidence of established business, certificate of registration of company (Optional)</li> <li>*Last 2 months Company Bank statement with the seal and signature from the bank if the applicant is a Proprietor</li> <li>*Last 1 year Company Bank statement with the seal and signature from the bank in cases other than Proprietorship</li> </ul> <p><b>Employees:</b></p> <ul style="list-style-type: none"> <li>* Leave sanction letter from the company (from the Government body incase of Government employees / public servants)</li> <li>* Last 3 months Salary Statements (only for Private firms)</li> <li>* Company ID card (optional)</li> <li>*Last 1 year Company Bank statement with the seal and signature from the bank</li> </ul> <p><b>Retirees:</b></p> <ul style="list-style-type: none"> <li>* Retirement Certificate or Letter / Copy of Pension Book (for retired employees)</li> </ul> <p><b>Students:</b></p> <ul style="list-style-type: none"> <li>Leave sanction letter from the educational institution (for travel during working days)</li> <li>Bonafide Certificate from the educational institution (for travel during vacations)</li> <li>* School/ College ID card (optional)</li> </ul> <p><b>Newly Wed / Honeymooners (if the spouse's name is not endorsed in their passports):</b></p> <ul style="list-style-type: none"> <li>* Marriage Certificate (Original)</li> <li>* Wedding Invitation card / Photographs (incase the marriage certificate is not ready)</li> </ul> <p><b>Children travelling and unaccompanied by both the parents / either parent</b></p> <ul style="list-style-type: none"> <li>* A notary attested NOC on a stamp paper from both / either of the parent respectively if both/either of them unaccompany</li> <li>* Passport copies / copy of both / either of the parents</li> </ul> <p><b>Travellers unaccompanied by spouses/partners</b></p> <ul style="list-style-type: none"> <li>* A notary attested NOC on a stamp paper from the unaccompaied spouse</li> <li>* Passport copy of the unaccompanied spouse. If not a passport holder, any Govt ID Proof mentioning spouse name can be submitted.</li> </ul> <p><b>If the applicant is sponsored</b></p> <ul style="list-style-type: none"> <li>* 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)</li> <li>* Pension statements for the last three months</li> <li>* Proof of regular income generated by ownership of property or business</li> </ul> <p><b>Additional supporting documents if available</b></p> <ul style="list-style-type: none"> <li>* FD Receipts from banks</li> </ul>

	<ul style="list-style-type: none"> <li>* Public shares / debentures certificate</li> <li>* Asset evaluation report from a CA</li> </ul>
<b>Travel Insurance</b>	<ul style="list-style-type: none"> <li>* Valid Travel Insurance from the Embassy approved companies which covers the days of travel with minimum coverage of EUR 30,000. Minimum 10 days insurance is mandatory from the travel date.</li> </ul>
<b>Disclaimers</b>	<ul style="list-style-type: none"> <li>* 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.</li> <li>* The Embassy / Consulate / High Commission hold the rights to call the applicant for a Personal Interview if needed</li> <li>* BPVS offers Visa Facilitation services to our customers against a Service Fee</li> <li>* 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</li> </ul>

Information Updated on 05.06.2024

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