

NEW ZEALAND BUSINESS / CONFERENCE VISA

Documents	Particulars
Passports	* Original Passport with atleast 6 months validity and atleast 2 blank pages. * Original old passport booklets if any
Photographs	* 1 Digital photo
Covering Letter	* A covering letter per individual / family/ company addressed to The Visa officer, New Zealand High Commission * The Covering Letter should brief the profile of the applicants and the purpose of travel with travel dates * Covering Letter has to be on the company letterhead for officials / sponsored applicants
Bank Statements	* Original 6 months personal and company's online bank statements * 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 * Recognised Credit Cards with sufficient funds
IT Returns	* Latest 3 years Income Tax Acknowledgement / ITR-V (Saral) of individuals and the company
Itinerary / Air tickets	* Return airtickets with all internal flight (if available).
Purpose of Travel / Accommodation	* Original Introduction letter from the employer on a business letterhead signed & stamped by HR or directorate mentioning your position, duration of your service, the dates and purpose of the trip and if your expenses are being covered by the employer/company. This letter must include the full name of the company, company contact, address, telephone and fax number. * Invitation letter mentioning the company name, full name of the inviter, title, business address, email, website address, telephone and fax numbers. The letter must include a brief summary of the reasons for the invitation including details of the business activities, duration of trip, statement specifying who will be responsible for all expenses related to the trip. * If you are attending a trade show or other business conference:- A letter from the conference organizer confirming your registration.
Supporting Credentials	Businessmen: * Proprietorship certificate / Certificate of Registration / Memorandum of Association, Articles of Association / Partnership Deed / PAN Card * 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) * Pension statements for the last three months; 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 * In case parents don't have passports, birth certificate of the applicant and copies of the ID cards 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
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. * 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

Information Updated on 05.06.2024