

BELGIUM BUSINESS VISA

Documents	Particulars
Passports	<ul style="list-style-type: none"> * 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	<ul style="list-style-type: none"> * 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: 5 cm x 3 cm
Covering Letter	<ul style="list-style-type: none"> * A covering letter per individual / family/ company addressed to The Visa Officer, The Consulate General of Belgium * The Covering Letter should brief the purpose of travel and business relation with the Belgian business partner. * Covering Letter has to be on the company letterhead for officials / sponsored applicants
Bank Statements	<ul style="list-style-type: none"> * 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	<ul style="list-style-type: none"> * Latest 3 years Income Tax Acknowledgement / ITR-V (Saral) of individuals and the company
Invitation Letter	<ul style="list-style-type: none"> * Invitation letter from the Belgian Company stating the exact purpose and period of the visit.
Itinerary / Air tickets	<ul style="list-style-type: none"> * Return airtickets with all internal flight / train tickets if any * Day wise itinerary
Purpose of Travel / Accommodation	<ul style="list-style-type: none"> * Invitation letter from the Belgian Company stating the exact purpose and period of the visit *Confirmation letter of the company in India explaining the purpose and duration of the journey and the guarantee to cover all costs that may arise during the stay in Belgium * Hotel reservation in Belgium and other EU Member State in case of onward travel
Supporting Credentials	<p>Businessmen:</p> <ul style="list-style-type: none"> * Propreitership certificate / Certificate of Registration / Memorandum of Association, Articles of Association / PartnershipDeed * NOC from other partners or Directors incase of partnership *A letter from lawyer / chartered accountant / Confirmation of Chamber of Commerce concerning evidence of established business, certificate of registration of company (Optional) <p>Employees:</p> <ul style="list-style-type: none"> * Leave sanction letter from the company (from the Government body incase 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) <p>Students:</p> <ul style="list-style-type: none"> * 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) <p>Newly Wed / Honeymooners (if the spouse's name is not endorsed in their passports):</p> <ul style="list-style-type: none"> * Marriage Certificate (Original) * Wedding Invitation card / Photographs (incase the marriage certificate is not ready) <p>Children travelling and unaccompanied by both the parents / either parent</p> <ul style="list-style-type: none"> * 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 <p>Travellers unaccompanied by spouses/partners</p> <ul style="list-style-type: none"> * A notary attested NOC on a stamp paper from the unaccompaied spouse * Passport copy of the unaccompanied spouse. If not a passport holder, any Govt ID Proof mentioning spouse name can be submitted. <p>If the applicant is sponsored</p> <ul style="list-style-type: none"> * 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 <p>Additional supporting documents if available</p> <ul style="list-style-type: none"> * FD Receipts from banks * Public shares / debuntures certificate * Asset evaluation report from a CA
Travel Insurance	<ul style="list-style-type: none"> * Valid Travel Insurance from the Embassy approved companies which covers the days of travel with minimum coverage of EUR 30,000
Disclaimers	<ul style="list-style-type: none"> * 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 cal 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