



**EMBASSY OF ITALY
NEW DELHI**

REQUISITE DOCUMENTS FOR A BUSINESS VISA.

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| MANDATORY DOCUMENTS: Please show original documents at the time of submission of Application. | |
| 1. | Application form fully completed and signed by applicant |
| 2. | One recent passport-size Photographs (white background) |
| 3. | Passport/Travel Document must: a) Have been issued within the previous 10 years, and the validity must not exceed 10 yrs. b) At least have a validity of 3 months after intended stay. c) Have at least 2 blank pages. |
| 4. | Overseas medical insurance with minimum coverage of Euro 30,000, for emergency hospital and repatriation expenses. |
| 5 | - Travel itinerary with travel dates, including return flight reservation or bookings. (Please mention if any other country/countries are to be covered during the entire trip.) - Proof of accommodation. (Hotel booking if not included in the invitation letter) |
| 6. | One set photocopy of applicant's Passport. |
| 7. | Documentation proving the economic status of the sending Company a) Registration Certificates of Company or Proof of Board Membership for liberal professionals or Letter from Medical Institutions in case of doctors, b) Bank statement of the last three months. c) IEC number (if applicable) |
| 8. | 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. |
| 9. | Proof of adequate financial means of the applicant. (see attached table) a. Salary slips/certificates of the last three months and Form F16 b. Status of personal bank account for the last three months, in original letter from the bank Additional suggested documents, if available Income tax challans (last three years) and Form 16 Foreign exchange endorsement on the passport and receipt Credit card copy with statement of credit limit |
| 10. | Letter of invitation from Italian company., in Italian (as per attached form), signed by the authorized person, along with photocopy of the pages of his/her picture id (passaporto o carta d'identita) containing relevant data, signature and validity of the document. |
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NOTE: This Embassy reserves the right to ask for a Personal Interview or Additional Documents.