

| MALTA BUSINESS VISA CHECKLIST | | YES | NO |
|---|--|------------|-----------|
| <i>DOCUMENTS SHOULD NOT BE PRINTED BACK TO BACK</i> | | | |
| 1 | Application Form duly filled in and signed by the applicant | | |
| 2 | One recent Passport size photograph in colour with white background (3.5cm by 4.5cm). Please do not staple the photographs to the Application Form. | | |
| 3 | Passport/Travel document must: | | |
| | a) Be valid for at least 3 months after the intended stay; | | |
| | b) Be issued within the previous 10years and not valid for more than 10years; | | |
| | c) Have at least 3 blank pages. | | |
| 4 | Overseas Travel Medical Insurance valid for all Schengen countries. The insurance must cover the applicant for at least 30,000 Euros or equivalent. The policy must clearly specify the period of validity and must cover the entire duration of the trip including the date of arrival and departure. For this purpose, Insurance may only be purchased from one of 16 Schengen recognized Insurance Companies in India. | | |
| 5 | Confirmed Travel Itinerary with travel dates (with return flights for less than 90-day courses). Once the Visa is approved, a confirmed return flight ticket may be requested prior to Visa being issued | | |
| 6 | Documentation providing the Economic Status of the sending and receiving company/institution/individual: | | |
| | a) Copy of Registration Certificate | | |
| | b) Bank Statements for the last 3 months. | | |
| | c) ITR accompanied by the CPC acknowledgement (verified) for the last 3 years | | |
| 7 | Invitation Letter from the inviting company explaining: details regarding activities and business relations with the Indian company; particulars and professional status of the applicant/s; purpose of visit and dates of visit. | | |
| 8 | Covering letter from sending company explaining: details regarding activities and business relations with the Maltese company; particulars and professional status of the applicant/s; purpose of visit and dates of visit. | | |
| 9 | Proof of Accommodation: | | |
| | Either: i) Confirmed Hotel Booking | | |
| | Or: ii) of the ' Declaration of Proof ' completely filled in, signed by the invitee and photocopy of invitee's Malta ID card or Passport. All in original, witnessed by (<i>Maltese</i>) Public Notary. | | |
| 10 | Individual's Proof of Sufficient Funds –salary slips OR cover letter from the bank plus bank statements (signed and stamped) for the last 6 months. | | |
| 11 | Original & photocopy of all the pages of current and the last previous passport | | |
| 12 | Adhaar Card (along with a photocopy) | | |

NOTES:

- i) Submission of the above documentation does not guarantee that a visa is granted
- ii) The High Commission reserves the right to request further documentation and/or personal interview.
- iii) Should you wish to keep originals documents, kindly include also an A4 photocopies together with the originals when submitting applications.
- iv) Failure to comply with the above, may lead to outright refusal.

Applicant's Name:

Signature:

Passport number:

Visa fee:

Comments if any:

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VFS staff name & signature:

Date: