

## REQUISITES FOR BUSINESS VISA (C)

**Business visas** (Schengen - short stay) entitle the holders to visit the Schengen area for business-related purposes. Business activities may include meetings, negotiations, or participating in conferences. Please note that business visas **do not allow to carry out employment work** for Italy-based companies and **must not be used to attempt a breach of Italian labour laws**.

CHECKLIST			✓
1.	Passport/Travel Document	<ul style="list-style-type: none"> <li>a) Issued within the previous 10 years, and the validity must not exceed 10 years.</li> <li>b) No handwritten passports will be accepted. Passports with any manual observations will not be accepted.</li> <li>c) Must have a validity of at least 3 months after the intended stay.</li> <li>d) Have at least 2 blank pages.</li> <li>e) Should be issued within the jurisdiction of the Consulate General of Italy in Bengaluru (Karnataka, Tamil Nadu, Telangana, Andhra Pradesh, Puducherry); otherwise, proof of address for a minimum of 6 months must be provided.</li> </ul> <p>In case the address shown on the passport does not lay in the mentioned States or in case of non-correspondence of the addresses shown in the documents submitted, the applicant must provide proof of residence in the jurisdiction (Aadhaar card, rental agreement, electricity bill, water bill, broadband bill, bank account) for the last 6 months prior to application submission.</p>	
2.	Visa Application Form duly completed	<ul style="list-style-type: none"> <li>a) 2 signatures of the applicant</li> <li>b) 2 passport-sized photographs to be submitted</li> <li>c) Travel dates and duration of stay must be mentioned.</li> <li>d) Contact details must be mentioned clearly and must pertain to the applicant, NOT TO THE AGENT.</li> </ul>	
3.	Cover letter from the Indian company	<p>A cover letter from the Indian company, in original and on the company letterhead, specifying the following:</p> <ul style="list-style-type: none"> <li>a) Name &amp; designation of applicant</li> <li>b) Mention if travelling solo or with somebody or a group. In case of co-traveller(s), mention names, passport numbers, relationship with the applicant, existing Schengen visas, or visa appointment location and date.</li> <li>c) Travel dates, itinerary, and duration of stay.</li> <li>d) Mention the details of the sponsor of the trip.</li> <li>e) Purpose of the visit, meetings, conference, training, or business-related events.</li> <li>f) Name, designation, and signature of the authorised signatory.</li> <li>g) Copy of the ID Proof of the authorised signatory must be attached.</li> <li>h) Attach a copy of the company's Registration Certificate / Memorandum of Articles.</li> </ul>	
4.	Company Financial Documents	<ul style="list-style-type: none"> <li>- Bank statement of the Indian company for the last one year with Bank Stamp and signature (in every page). <i>Kindly inform the bank that you require this to apply for a visa.</i> (Companies authorised by the Consulate General of Italy in Bengaluru are exempted from submitting the Bank Statement)</li> <li>- Company's ITR for the past 3 financial years.</li> </ul>	

5.	Invitation letter (LoI) of Italian company on letterhead	LoI must be sent via email by the inviting company to <a href="mailto:bangalore.visa@esteri.it">bangalore.visa@esteri.it</a> before submitting the visa application. a) Copy of LoI to be attached, if not original, in coloured photocopy. b) The LoI should declare who would be sponsoring the trip. Link for the letter of invitation for Business: <a href="https://www.vfsglobal.com/one-pager/italy/india/bangalore/english/pdf/Invitation-Letter-(Lettera-d'invito)-Business.pdf">https://www.vfsglobal.com/one-pager/italy/india/bangalore/english/pdf/Invitation-Letter-(Lettera-d'invito)-Business.pdf</a>
6.	Inviting Company's Documents	a) Copy of ID of the authorised signatory of the invitation letter. b) Copy of the <i>Visura Camerale</i> of the inviting Company (Registration with the local Chamber of Commerce) dated not less than six months prior to the intended travel.
7.	Applicant's Financial Status and Means of Sustenance	a) Personal Bank Statement of the last 3 months with bank stamp and seal (in every page) in original copy
		b) ITR acknowledgement or Form 16A for the last 3 years.
		c) <i>In case of employment:</i> - Salary slips of the last 3 months; - Appointment letter from employer <i>or</i> Employment contract <i>or</i> work ID
		c1) <i>In case of proprietorship:</i> - Company's Bank Statement of the last 3 months with bank stamp and seal (in every page) in original copy; - Company's registration certificate
8.	Passport Copy of the applicant	Photocopy: One copy of the front page, one copy of the last page. Photocopies of all previous Schengen Visas. Photocopies of valid US and UK Visas.
9.	Overseas Medical Insurance	a) Covering travel Period with coverage of Euros 30000 inclusive of a repatriation clause. b) Insurance for a minimum of 10 days is mandatory from the travel date in Schengen.
10.	Applicant's Travel Itinerary / Complete stay details	Confirmed hotel reservation covering travel dates. This can be mentioned on the invitation letter by the party bearing the expenses or can be separately submitted. If the applicant is also travelling to other Schengen countries apart from Italy, then hotel bookings for the same are required.
11.	Air Ticket / Means of Transport	a) Copy of flight tickets or airline reservations (round trip). b) Proof of all internal travel within the Schengen territory including train bookings, car rentals, etc.

Kindly note that applicants have no legal right to be issued a visa, but a legitimate interest to have their application processed in compliance with the Italian law and the Schengen regulations. Therefore, the consular authorities have no obligation to compensate the applicant for any financial loss or moral prejudice resulting from the processing of his/her application.

**By signing here below, the applicant formally confirms:**

- to have submitted the tick-marked documents;
- that the purpose of his/her visit to Italy or the Schengen area corresponds to the requested visa category (tourism, business, etc.);
- to be aware that, in accordance with the Schengen Visa Code and Italian law, the Consulate General of Italy in Bengaluru can extend the application's processing time in order to request the applicant for a personal interview and/or additional documentation.

**Space reserved for VFS Global**

**Acknowledgement by Applicant**

Date :

Sign :