Consulate General of Italy
Bengaluru

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 to 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 the Italian labour laws.**

CHECKLIST			✓
1.	Passport/Travel Document	a) No Handwritten passports will be accepted. Passports with any manual observations will not be accepted. b) Must have at least has a validity of 3 months after intended stay c) Have at least 2 blank pages. d) Should be issued within the jurisdiction of the Consulate General of Italy in Bengaluru (Karnataka, Tamil Nadu, Telangana, Andhra Pradesh, Puducherry); otherwise, an address proof of minimum 6 months is to be provided (e.g. aadhaar card, bank statement, electricity bill, telephone bill) .	
2.	Visa Application Form duly completed	a) 2 signatures of the applicant (page 3-column 37 and page 4). Application forms for minors have to be signed by both the parents in both the places. b) 2 passport sized photographs to be submitted c) Travel dates and duration of stay must be mentioned. d) Contact details must clearly be mentioned and pertain to the applicant, NOT TO THE AGENT.	
3.	Covering letter from Indian company in original and on company letterhead	a) Name & designation of applicant and other members travelling. b) Travel dates, itinerary and duration of stay. c) Mention the details of the sponsor of the trip. d) Purpose of the visit/meetings/conference/training or business-related events. e) Name, designation and signature of the authorized signatory. f) Attach a copy of the company Registration Certificate/ Memorandum of articles.	
4.	Company Financial Documents	Bank statement of the Indian company for the last one year with Bank Stamp and signature with employer clear visible. P*lease inform the bank that you need it to apply for a visa.* (Companies authorised by the Consulate General of Italy in Bengaluru are exempted from submitting the Bank Statement)	
5.	Invitation letter (LoI) of Italian company on letterhead	LoI must be sent via email by the inviting company to bangalore.visa@esteri.it before visa application's submission. a) Copy of LoI to be attached, if not original, in coloured photocopy. b) The LoI should declare who would be sponsoring the trip c) Link for letter of invitation for Business	

6.	Inviting Person & Company	a) Copy of the passport or Identity card of the person in Italy who is signing the invitation letter. b) Copy of the *Visura Camerale* of the inviting Company (Registration with the local Chamber of commerce) dated not less than six months prior to the intended.	
7.	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 travelling to any other Schengen countries also apart from Italy, then hotel booking for the same is required.	
8.	Applicant's Financial Status and Means of Sustenance as per Requisite Funds Matrix	Salary slips (in case employed): last 3 months.	
		a) Personal 3 months Bank Statement in original with Bank stamp and signature. b) ITR acknowledgement for the last three assessment years or form 16A. c) In case of Proprietorship: Original Company bank statement for last two months with bank stamp and signature.	
9.	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.	
10.	Overseas medical insurance	a) Covering travel Period with coverage of Euros 30000 inclusive of a repatriation clause. b) Minimum 10 days insurance is mandatory from the travel date in Schengen.	
11.	Air Ticket	a) Return flight details or airlines reservation printout. b) Proof of all internal travel within the Schengen territory including train bookings, car rentals.	

NOTE: The Consulate General of Italy in Bengaluru reserves the right to request a personal interview or additional documentation.

By signing, the applicant declares to have submitted the marked documents and confirms that the purpose of his/her visit to Italy/Schengen area corresponds to the category of visa requested.

Space reserved to VFS Global

Acknowledgement by Applicant

Date :

Sign :