



<b>MALTA BUSINESS VISA CHECKLIST</b> <i>DOCUMENTS SHOULD NOT BE PRINTED BACK TO BACK</i>		<b>YES</b>	<b>NO</b>
<b>1</b>	<b>Application Form</b> duly filled in and signed by the applicant		
<b>2</b>	One <b>recent Passport size photograph</b> in colour with white background (3.5cm by 4.5cm). Please do not staple the photographs to the Application Form.		
<b>3</b>	<b>Passport/Travel document</b> 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.		
<b>4</b>	<b>Overseas Travel Medical Insurance</b> 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.		
<b>5</b>	Flight reservations of return or round ticket. If applicant is travelling to several Schengen states proof of intra-Schengen flight reservation, train itinerary or car rental.		
<b>6</b>	<b>Invitation Letter</b> from the inviting company letter must confirm the following as a minimum: a) the applicant's identity; b) the purpose of the journey (meetings, conferences, training or business-related events); c) the period and place of intended stay.		
<b>7</b>	Cover letter from the applicant's employer. letter must confirm the following as a minimum: a) the applicant's identity; b) the purpose of the journey (meetings, conferences, training or business-related events); c) the period and place of intended stay.		
<b>8</b>	<b>Proof of Financial Means of Applicant</b>		
	Original private bank statement showing movements in the last three months, duly stamped and signed by the bank; Indian income tax return acknowledgement for the last two assessment year.		
<b>9</b>	<b>Proof of Accommodation:</b>		
	Either: a) <b>Confirmed</b> Hotel Booking		
	Or: b) of the ' <b>Declaration of Proof</b> ' completely filled in, signed by the invitee and photocopy of invitee's Malta ID card or Passport and relative supporting documents as mentioned in the same declaration All in original, witnessed by (Maltese) Public Notary. If the applicant is travelling to several Member States, proof of accommodation in each of them.		
<b>10</b>	<b>Applicant's</b>		
	a) If Employed Payslips of last three months, and Employment contract, and		



	Employer's statement on approval for holidays		
	b) If Company Owner or Self-employed certificate of registration of the company, including its goods and services tax (GST) registration number for companies based in India.		
	c) If applicant is sponsored <b>'Declaration of Proof'</b> completely filled in, signed by the invitee and photocopy of invitee's Malta ID card or Passport and relative supporting documents as mentioned in the same declaration All in original, witnessed by ( <i>Maltese</i> ) Public Notary. If the applicant is travelling to several Member States, proof of accommodation in each of them. ( if not presented as proof of accommodation)		
	d) If Applicant is retired Pension statements, for the last three months, and/or proof or regular income generated by ownership of property or business		
<b>11</b>	<b>Original &amp; photocopy</b> of all the pages of current and the last previous passport		
<b>12</b>	<b>Adhaar Card/National Identity Card (along with a photocopy)</b>		



**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 original documents, kindly include an A4 photocopies together with the originals when submitting applications. The original will be returned together with your passport**
- iv) missing/required documentation is to be provided within 5 working days (from the date when the application was submitted at Visa Application Centre).**

Missing documents are to be presented as follows

- Present the original receipt issued by Visa Application Centre
- Present a copy of the bio-info page of your passport for the application submission
- The checklist with the missing items marked provided by the Visa Application Centre upon your application submission
- The missing documents to be submitted

**v) only the information and documentation provided in the application is considered when processing your application.**

<b>Applicant's Name:</b>	_____	<b>Signature:</b>	_____
<b>Passport number</b>	_____	<b>Visa fee</b>	_____
<b>Comments if any</b>	_____		
<b>VFS staff name &amp; signature</b>	_____	<b>Date:</b>	_____