



**CONSULATE GENERAL
OF MALTA
MOROCCO**

Applicant name: _____ Applicant telephone: _____

MALTA BUSINESS VISA CHECKLIST <i>DOCUMENTS SHOULD NOT BE PRINTED BACK TO BACK</i>		YES	NO
1	Application Form duly filled in and signed by the applicant. If minor, signed by both parents or legal guardian/s		
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 10 years and not valid for more than 10years;		
	c) Have at least 3 blank pages.		
	d) If applicant is not a Moroccan citizen, the applicant has to provide a scan of proof of residence in Morocco issued at least 6 months before the submission of visa application		
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	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.		
6	Signed invitation letter from the inviting company /business partner letter must confirm the following as a minimum: a) the applicant's identity including a scan of Maltese ID card; b) the purpose of the journey (meetings, conferences, training or business-related events); c) the period and place of intended stay.		
7	Cover letter from the applicant's employer in Morocco. 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.		
8	Proof of Solvency		
	Employee Certificate of employment Certificate of declaration of wages to the CNSS Payslips for the last 3 months including the name of the applicant and the company. Bank statement for the last 3 months		
	Civil servant Certificate of incumbency Copy of the CNOPS card (both sides) Payslips for the last 3 months including the name of the applicant and the relevant ministry/agency. Bank statement for the last 3 months. Other proof of assets or other means of subsistence, as applicable.		
	Professions governed by a professional order (doctors, surgeons, dentists, pharmacists, lawyers, architects, etc.) Professional identity card (both sides) or certificate from professional order		



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	<p>Certificate of registration for the professional tax Bank statement for the last 3 months. Other proof of assets or other means of subsistence, as applicable. Certificate of declaration of wages to the CNS</p>		
	<p>Self-employed/Entrepreneur/Tradesman Recent extract from trade register (max 3 months) issued by Commercial Court or the Court of First Instance Company statute Financial Company's bank statement covering the last 3 months. Bank statement for the last 3 months. Certificate of declaration of wages to the CNSS Other proof of assets or other means of subsistence, as applicable.</p>		
	<p>Pensioner Proof of pension Bank statement for the last 3 months where the pension is paid. Other proof of assets or other means of subsistence, as applicable.</p>		
	<p>Farmer Proof of pension Bank statement for the last 3 months where the pension is paid. Other proof of assets or other means of subsistence, as applicable.</p>		
	<p>Student School certificate or student card for current academic year Birth certificate Copy of family record book A signed and legalised financial means document accompanied with supporting documents concerning the employment and economic means of the parents/legal guardians as per above categories.</p>		
	<p>Minor Written certified consent of both parents/legal guardians, except when minor travels with both parents. (Single parent must prove sole guardianship). Copies of passport bio data page or identity card of the parents/legal guardians. Birth certificate. School certificate if applicable. A signed and legalised financial means document accompanied with supporting documents concerning the socio-economic situation of parent(s) or legal guardian(s), as per above categories</p>		
	<p>Unemployed A signed and legalised financial means document accompanied with supporting documents concerning the employment and economic means of the Moroccan citizen sponsoring the trip as per above categories.</p>		
9	<p>Proof of Accommodation: Either: a) Hotel Booking Or: b) or if sponsored by Maltese invitee, a 'Declaration of Proof' 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 must be provided.</p>		
10	<p>Original & photocopy of all the pages with attached valid Schengen Visas in current and the last previous passport</p>		
11	<p>Photocopy of National Identity Card</p>		



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NOTES:

- i) Submission of the above documentation does not guarantee that a visa is granted**
- ii) The Consulate General 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 you application submission
- The missing documents to be submitted

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

Applicant's Name: _____	Signature: _____
Passport number _____	Visa fee _____
Comments if any _____	
VFS staff name & signature _____	Date: _____