

## **BUSINESS VISA**

### **REQUIRED DOCUMENTS**

- 1) Short-stay-Visa application form duly filled by the applicant. Complete residential and official (if applicable) address, telephone numbers, name of parents must be written in the form. In case of minor(s), the form should be signed by both parents. The visa application form can be downloaded from the website [www.ambislamabad.esteri.it](http://www.ambislamabad.esteri.it) or [www.italyvisa-pakistan.com/Islamabad/](http://www.italyvisa-pakistan.com/Islamabad/)
- 2) Two color passport-size photographs no older than 6 months, in white background and un-edited. One photograph must be glued on the visa application and the second one, bearing on the reverse side the applicant's full name, should be attached to the application form with a paper clip.
- 3) Copy of your national ID Card (CNIC)
- 4) Third country nationals residing in Pakistan must provide supporting documents attesting to the legality and the authorized duration of their residence here.
- 5) An ordinary passport valid at least three months from the expiry date of the visa applied for. This document must have at least two empty pages.
- 6) If you have been refused a visa by an Embassy or high Commission in the last two years, written explanation about reason for trip and refusal
- 7) Original signed letter of the applicant's company/employer stating name, position, salary, duration of employment, address and contact numbers of the employer, purpose and duration of visit to the Schengen state(s).
- 8) Supporting documents of personal income:
  - Account maintenance certificate, with opening date and signature of the responsible person
  - Original bank statements of the last six months
  - National Tax Number Certificate (NTN) for the previous two years and proof of income tax payment (FBR)
  - last three salary slips

If the applicant is the proprietor of a company, he must attach:

- Original bank statements of the last six months
- National Tax Number Certificate

9) Supporting documents of the organization's income :

- Original bank statements of the last six months
- National Tax Number Certificate (NTN) for the previous two years and proof of income tax payment (FBR)
- Chamber of Commerce Certificate valid for the current year
- Recommendation for business visa from the Chamber of Commerce

10) An invitation letter from the private or public organization established in Italy, in the applicant's name and indicating the trip dates.

11) Original and photocopy of Family Registration Certificate issued by NADRA (in English or with a certified translation if in Urdu)

12) Copy of flight(s) bookings

13) Accommodation proof (**confirmed** hotel reservation, rent agreement clearly stating your name, rental period dates and accommodation address) covering the entire period of travel.

14) Travel Insurance for at least 30.000 euros, that must cover medical and hospital expenses, for the entire period of stay in Schengen territory, as well as repatriation costs.

- An application without a complete set of documents will be rejected
- The Embassy reserves the right to ask for additional supporting documents
- Any forged/fake documents will be reported to the relevant Authorities