

Italy Visa and Legalization Application center

REQUIRED DOCUMENTS FOR AN ITALIAN SCHENGEN BUSINESS VISA (AFFARI)

Requirements List	Y	N
Application form "C" Type (fully completed, dated and signed by the applicant).		
Passport having validity of at least 180 days from the date of expiry of requested visa, with at least 2 blank pages. (All visa pages photocopies in A4 size paper of two passports (current & previous one (if any))).		
Two recent passport-size color photograph's (white background and taken not before in last 6 months).		
A detailed letter from applicant's company addressing to the Embassy specifying: a. Purpose of the trip b. Professional status of Applicant c. Details regarding activities and business relation with Italian company (for Employer and Employee).		
For an employee: a. Original appointment contract together with the stamps of the company and legally binding signature and identity document of his employer. b. salary statements/pay slips of the last six months (original + photocopy).		
For Business Owner/Employee: a. Registration documents of the applicant's company b. Certificate of incorporation c. Memorandum of articles and association (copies of the first two and last page with the names of the shareholders) d. valid membership certificate with local chamber of commerce e detailing the real business category. e. Company's deed of incorporation and TIN certificate f. VAT registration. g. Trade License (original and photocopy). h. /owners ID. i. LC copy and proforma invoice (has to approved by local company and local company to send back to Italian company through mail; document should attach) in case if applicant is going for pre inspection purpose.		
Personal & Company Bank Account Statements of the last six months. (original) Credit Card Statements if available. (For further details on the required amount of money per day for more details, please visit our website at www.ambdhaka.esteri.it).		
Signed letter of invitation "Lettera d'invito per Affari" from the Italian Company emailed or faxed directly to the Italian Embassy in Dhaka. A copy must be submitted by the applicant with visa application file. Only official invitation letter will be accepted (format available at www.ambdhaka.esteri.it)		
Italian Company must send it's Chamber of Commerce documents & must send inviter's valid ID copy		
Hotel Reservation. (An official letter from the hotel confirming the booking in the name of the applicant must be submitted).		
Overseas Medical Insurance with minimum coverage of Euro 30,000- with the inclusion of a return flight booking is required (photocopy). Only recommended insurance companies are accepted (list of recommended companies available at the website).		
Booking of return air ticket (original).		
Participants to trade fairs in Italy must submit evidence of the full payment of the stall.		
Minimum 3 month of Bangladeshi visa is required from the date of expected returning from destination country for foreign passport holder.		
For further details please log in to www.vfsglobal-it-bd.com		

- The Embassy of Italy reserves the right to request further documentation.
- All starting and ending dates in the invitation letter, cover letter, hotel booking and PNR should match.
- A minimum of 21 calendar days is required for the processing of "C" type visas.
- For Accompanying family members please follow the Tourist visa checklist.
- Only prescribed formats will be accepted for invitation letter and certificates.

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Remarks: