

ANNEX I

"Annex II

List of supporting documents to be submitted by applicants for a short-stay visa to India

I. Documents to be submitted by all applicants

1. Proof of intended means of transport and itinerary.

2. Covering letter from the applicant stating the purpose of the trip, duration, names of accompanying persons, details of transport and accommodation.

3. Proof of accommodation:

- Hotel reservation, holiday home rental or campus accommodation reservation.
- If the applicant intends to stay with a family member or friend, proof of subsistence and/or private accommodation from the host.
- If the applicant is travelling to several Member States, proof of accommodation in each of them.

4. Proof of Financial Resources

– Original bank statement of the applicant's personal account showing the account movements for the last three months, duly stamped and signed by the bank;

– Indian Income Tax Return for the last two accounting years;

In addition

a) If the applicant is employed:

– Payslips for the last three months;

– Employment contract;

– Document from the employer approving the leave.

b) If the applicant is a company owner or self-employed:

– Certificate of company registration, including Goods and Services Tax (GST) registration number for companies established in India.

– Company bank statement and income tax return (with barcode for verification).

c) If the applicant is in receipt of financial assistance:

– Proof of support and/or private accommodation

by completing the national form of the Member State concerned, if applicable (see the website of the Member State of final destination of the journey)

d) If the applicant is retired:

– Pension slips for the last three months and/or

- Proof of regular income from property ownership or business.

5. Photocopies of:

- the personal information page of a valid passport;
- the last page of the passport (for passports of Indian citizens);
- Schengen entry/exit stamps from previous passports (if available).

6. Minors:

- If the minor is travelling with only one parent, a notarised written consent from the other parent or guardian/trustee, except in cases where the parent is the sole custodian or the guardian/trustee is the sole custodian of the minor, in which case a court order or other proof of sole custodianship or trusteeship must be provided;
- If the minor is traveling alone (without parents) — notarized written consent from both parents or guardians/trustees who exercise parental rights or guardianship/custody over the minor;
- photocopy of the identity document(s) (with signature and photograph) of the applicant's parent(s)/trustees who exercise parental rights or guardianship/custody.

7. Students

- certificates from the institution where the applicant is enrolled.

II. Documents to be submitted depending on the purpose of the trip

1. Business trip:

- invitation from the company or organization that issued the invitation;
- a cover letter from the applicant's employer.

Both letters must confirm at least:

- a) the applicant's identity;
- b) the purpose of the trip (meetings, conferences, training or three business-related events);
- c) the duration and place of the intended stay.

2. Trips undertaken for the purpose of study, research or other types of internship:

- Certificate of admission or enrolment in an educational institution for the purpose of attending academic or professional courses or a letter from the company issuing the invitation.

3. Trips undertaken for the purpose of tourism:

- Certificate from the travel agency confirming the reservation for an organized trip, or other appropriate document indicating the travel plans.

4. Trips undertaken for the purpose of visiting family members/friends:

- Invitation from the family member/friend, including their address and contact details, as well as the planned period of stay.
- Proof of legal residence of the family members/friends being visited: photocopy of passport/national identity card or residence permit, as applicable.

5. Travel for the purpose of attending cultural, sporting or religious events and for film crews:

- Invitation, entrance tickets, bookings or programmes.
- **For film crews:**
 - a) a letter from the film company stating the title and a summary of the content of the film and the locations where it will be shot;
 - b) a full list of the names of the travelling film crew members and their roles;
 - c) a letter from the agency in the Schengen State confirming the arrangements for the film's permits;
 - d) a certificate of registration with the Indian Motion Pictures Producers Association or the Film Chamber of Commerce.

6. Travel by members of official delegations:

- photocopy of the official invitation:
- **note verbale issued by the relevant sending authority(ies) stating:**
 - a) the identity of the applicant;
 - b) the purpose of the trip (meetings, consultations, negotiations or events held by intergovernmental organisations);
 - c) the duration and place(s) of the intended stay.

7. Trips undertaken for the purpose of medical treatment

- a certificate from a doctor or medical institution confirming the need for specific medical treatment to be provided in the Member State of final destination of the trip;
- an official document from the receiving medical institution confirming that the patient can be admitted and that the specific medical treatment can be provided;
- proof of advance payment for the treatment.

8. Seafarers:

- a) Employment contract/letter of appointment (indicating the duration of the employment relationship)
- b) Seafarer's book
- c) Invitation from the shipping company/shipping agent of the Member State in which the seafarer will embark on board the vessel. **The invitation must be signed and stamped by the company/agent and contain the following information:**

- first and last name of the seafarer;
- place and date of birth, passport number, seafarer's book number;
- date of issue, period of validity of the passport and seafarer's book;
- position of the seafarer on the vessel (in the case of several seafarers, their details may be indicated in a list which shall be signed, stamped and attached to the invitation letter);
- name and flag of the vessel;
- the port and date of embarkation and disembarkation of the vessel;
- the route that the seafarer will follow to arrive in the Member State of destination/transit (including the date and point of entry (airport) into the Schengen area);
- the name and address of the Indian agency with which it cooperates and which will be responsible for submitting visa applications.

- The shipping company/shipping agent located in the Member State must also indicate that it assumes full responsibility for the seafarer upon arrival in the Member State (including in the event of repatriation) and that it ensures that this person will board the vessel.

- Flight reservation (if applicable)

9. Airport transit

- Visa or other entry authorisation for the third country of final destination of the journey.
- Documents for the onward journey to the final destination after the planned airport transit.