



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		
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 10years and not valid for more than 10years;		
	c) Have at least 3 blank pages.		
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	Invitation Letter from the inviting company explaining Applicant's Identity Purpose of journey (meetings, conferences, training or business-related events) Period and place of intended stay		
7	Covering letter from sending company explaining: Applicant's Identity Purpose of journey Period and place of intended stay.		
8	Proof of Accommodation: Either: a) Confirmed Hotel Booking Or: b) of the ' 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 (<i>Maltese</i>) Public Notary. If the applicant is travelling to several Member States, proof of accommodation in each of them. Documents to be attached: - copy of the Host's ID Card and of the bio-data page of the Invitee's Passport; - proof of residence (ie property title deeds, rental agreement, energy bills); - proof of income (salary slip, receipt of pension, official document stating the amount of income); - if applicable, health insurance policy for the invited person(s)		
9	Applicant's a) If Employed - Original bank statement showing movements in the last three months, duly stamped and signed by the bank, and - Payslips of last three months, and - Employment contract, and		



	<ul style="list-style-type: none"> - Employer’s statement on approval for holidays, and - Indian income tax return acknowledgment for the last two assessment years. 		
	<p>b) If Company Owner or Self-employed</p> <ul style="list-style-type: none"> - Original bank statement showing movements in the last three months, duly stamped and signed by the bank, and - Certificate of registration of the company, including its goods and services tax (GST) registration number for companies based in India. - Indian income tax return acknowledgment for the last two assessment years. 		
	<p>c) If applicant is sponsored</p> <ul style="list-style-type: none"> - Original bank statement of sponsor and applicant showing movements in the last three months, duly stamped and signed by the bank, and - Proof of sponsorship and/or private accommodation by means of the national form of the Member State concerned, if applicable (cf. the website of the Member State of destination), and - Applicant’s Indian income tax return acknowledgment for the last two assessment years. 		
	<p>d) If Applicant is retired</p> <ul style="list-style-type: none"> - Pension statements, for the last three months, and/or - proof or regular income generated by ownership of property or business. 		
10	Original & photocopy of the passport bio page only		
11	Adhaar Card (along with a photocopy) for Indian nationals residing in India		
12	Nepali Citizenship (certified true copy) for Nepali citizens residing in Nepal		

General Rules:

- **Submission of the above documentation does not guarantee that a visa is granted.**
- **The application form and all documents (original + copy) are to be submitted in person.**
- **Applications will be refused by the High Commission if accompanied by forged documents.**
- **The Visa fee will not be refunded in case of refusal unless application is inadmissible.**
- **Visa applications should be submitted at least 15 days prior to date of travel.**
- **The High Commission reserves the right to request further documentation and/or personal interview.**
- **Should you wish to keep original documents, kindly include also an A4 photocopies together with the originals when submitting applications.**
- **A 5-day limit for submission of missing documents via VFS.**
- **Failure to comply with the above, may lead to outright refusal.**

Applicant’s Name: **Signature:**

Passport number: **Visa fee:**

Comments if any:

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VFS staff name & signature: **Date:**