

VISA DOCUMENTS REQUIRED

BASIC REQUIREMENTS

1. ORIGINAL PASSPORT (OLD & NEW) – SHOULD BE VALID FOR MIN. 9 MONTHS FROM THE DATE OF RETURN. IT MUST HAVE MINIMUM 6 PAGES BLANK. PASSPORT SHOULD NOT BE OLDER THAN 10 YEARS. PREVIOUS PASSPORT IS ALSO REQUIRED BY THE EMBASSY.

2. ONE VISA FORM DULY FILLED AND SIGNED (AS ON PASSPORT) PER PASSENGER

3. PASSANGER COVERING LETTER (ON BUSINESS LETTER HEAD OR PERSONAL LETTER HEAD) AS PER THE FORMAT

4. PHOTOGRAPHS -(THREE PER COUNTRY) – (35 X 45 MM, MATT FINISH, WHITE BACKGROUND, 75-80% FACE VISIBLE, WITHOUT SPECTACLES)

(FOR NETEHRLAND & GREECE VISA 35 X 40 MM MATT FINISH, WHITE BACKGROUND, 75-80% FACE VISIBLE)

(FOR BRAZIL VISA 50 MM X 40 MM MATT FINISH, WHITE BACKGROUND, 70-75% FACE VISIBLE)

(FOR DUBAI VISA 43 X 55 MM, MATT FINISH, WHITE BACKGROUND, 80% FACE VISIBLE)

(FOR USA 50 X 50 MM, MATT FINISH, WHITE BACKGROUND, 70% FACE VISIBLE)

5. ITR / SARAL / FORM 16 FOR LAST 3 YEARS.(2011-12, 2010-11, 2009-10)

6. BANK STATEMENT / BANK PASSBOOK LAST 6 MONTHS UPDATED TILL DATE WITH BANK STAMP & SIGNATURE AND HEALTHY BALANCE. BULK TRANSACTION NEEDS AN EXPLANATION ON THE COVERING LETTER STATING THE PURPOSE OF THIS DEPOSITION.

7. CREDIT CARD COPY (FRONT AND BACK SIDE).

8. PAN CARD COPY.

9. IF DIRECTOR -MEMORANDUM & ARTICLES OF ASSOCIATION, SHOP ACT LICENCE, COMPANY'S LAST 3 YEARS ITR (2011-12, 2010-11, 2009-10) & LAST 6 MONTHS CURRENT A/C BANK STATEMENT UPDATED TILL DATED WITH HEALTHY BALANCE.

10. IF SALARIED – LAST 3 MONTHS SALARY SLIP & SANCTIONED ORIGINAL LEAVE LETTER ON THE COMPANY LETTERHEAD WITH STAMP AND AUTHORISE SIGNATURE.

11. IF RETIRED – RETIREMENT LETTER, PENTION BOOK ETC...

12. IF PARTNER – PARTNERSHIP DEED, SHOP ACT LICENCE, COMPANY'S LAST 3 YEARS ITR (2011-12, 2010-11, 2009-10) & LAST 6 MONTHS CURRENT A/C BANK STATEMENT UPDATED TILL DATED WITH HEALTHY BALANCE

13. IF HONEYMOON COUPLE – MARRIAGE CERTIFICATE OR BOTH SIDE MARRIAGE CARD, 2 PHOTOS OF ENGAGEMENT WITH NOC FROM BRIDE’S PARENTS ON RS 50 STAMP PAPER OR ON PERSONAL LETTERHEAD ALONG WITH PARENTS SIGNATURE VERIFICATION PROOF (COPY OF PASSPORT OR PANCARD OR DRIVER’S LICENCE). ALSO TRAVELING SINGLE NOC REQUIRED WITH ID.

14. IF AGRICULTURIST – RTC AND LAND PAPERS

15. IF ANYONE SPONSORING THE TOUR, SPONSORSHIP LETTER (ON BUSINESS LETTER HEAD OR PERSONAL LETTER HEAD) ALONG WITH ALL THE ABOVE DOCUMENTS AND SIGNATURE PROOF OF THE SPONSOROR (I.E. PANCARD COPY OR PASSPORT COPY OR DRIVER’S LICENCE COPY)

16. IF STUDENTS – SCHOOL / COLLEGE ID & NOC LETTER OR BONAFIED CERTIFICATE, IF TRAVELLING ALONE – NOC OF PARENTS(MOTHER & FATHER)/ IF TRAVELING WITH ONE PARENT THEN NOC OF OTHER PARENT IS REQUIRED/ IF TRAVELING WITH BOTH PARENT THEN NOC FROM THEM REQUIRED FOR ITALY VISA.

IMPORTANT NOTES:

EUROPE

1 ALL THE ABOVE DOCUMENT IN ORGINAL + 1 SET OF PHOTOCOPIES

2 ORIGINAL INVESTEMENTS: LIC, FDS, PF, PPF, NSC, MIS (POST), SHARE & BONDS, DEMAT STATEMENT

3 PROPERTY PAPER

4 COMPULSARY ORIGINAL MARRIAGE CERTIFICATE

5 SCHNEGEN CONSULATE/EMBASSY MIGHT ASK FOR PERSONAL INTERVIEW.

6 FOR GREECE VISA ORIGINAL MARRIAGE CERTIFICATE WITH APPOSTILE OR AFFIDAVIT WITH NOTARIZE.

FAREAST / EXOTIC DESTINATIONS

1 ALL THE ABOVE DOCUMENTS IN XEROX COPIES (2 SETS)

CHINA

1 ALL THE ABOVE DOCUMENTS & ORIGNAL BANK STATEMENT WITH THE STAMP & SIGNATURE OF BANK AUTHORITY AND SHOULD HAVE A MINIMUM CLOSING BALANCE OF RS. 1,50,000/-PER PERSON (ONE LAC FIFTY THOUSAND ONLY)

AUSTRALIA / NEW ZEALAND

1 ALL THE ABOVE DOCUMENTS IN XEROX COPIES (2 SETS)

2 FOR NEW ZEALAND VISA NEED ALL THE PAGES STAMPED BY GADGETS OFFICER OR NOTARIZED BY AUTHORIZED ADVOCATE.

SOUTH AFRICA

1 ALL THE ABOVE DOCUMENTS IN XEROX COPIES & COMPANY'S REGISTRATION CERTIFICATE (IF ANY)

2 FORM FILLED IN BLACK INK

USA

1.NEED TO CARRY ALL DOCUMENTS IN ORIGINAL AT THE TIME OF INTERVIEW.

FOR UK VISAS, PASSENGERS WILL HAVE TO COME PERSONALLY FOR THE BIOMETRICS TO THE NEAREST UK VFS.

Biometrics Information

Biometrics is an integral part of the UK's secure border control, helping to protect the UK against its illegal immigration, crime, terrorism, and individuals against identity fraud. All visa applicants, irrespective of nationality, who apply for a UK visa, will be required to attend in person to provide a ten-finger scan and a digital photograph as part of the UK visa application process. The digital photography and electronic finger scan procedure is quick, discreet, straightforward and entirely safe. Providing biometric data became a legal requirement for all UK visa applicants under the provision of the Immigration (Provision of Physical Data) Regulation 2006 which came into force on 4th July, 2006. The biometric data collected will be stored on a database in the UK and held strictly in accordance with United Kingdom legislation, including the Data Protection Act 1998. The recording of biometric data is a quick part of the overall application process, taking on average no more than five minutes to record finger scans and take a digital photograph. It is an entirely electronic process (no ink or other chemicals involved in the finger scanning Process)

IMPORTANT

Please note that in case your fingers are colored with henna, cuts & bandaged you will not be able to give your biometric enrolment. In such cases you will need to come and submit your application after the coloring, bandage has been removed.

Children under 16 will have to be accompanied by their parent / guardian for the biometric enrolment.

****PLEASE NOTE: ALL THE ABOVE DOCUMENTS ARE AS PER THE CURRENT RULES**

AND REGULATION OF THE CONSULATE AND ARE SUBJECT TO CHANGE