

# Schengen visa

## Business Person:

### Personal Documents

1. New passport + old passport (Passports issued with validity of 20 years are no longer accepted) passport photocopy of all the pages (including blank pages)
2. **Visa application form duly signed (As per Passport)**
3. **Checklist** (The checklist must be submitted on back to back format or without back to back copies being stapled to each other.)
4. **Authorization form**
5. **Sworn declaration**
6. 03 Photograph's of size 35mm X 45mm, 80% face on photograph, white back ground, matt finish.
7. Covering Letter
8. Updated Personal bank statement of last 01Years with sufficient funds (appx.Rs.4.50 lakh per person) with bank stamp on each page **(Online bank statements are not acceptable)**
9. Last 3 yrs IT return's with balance sheet
10. Pan Card Copy
11. For Students, copy **of** college **or** school ID card, Birth Certificate
12. **Proper hotel booking of travel. (Confirmed and Paid)**
13. **Travel Ticket:** Travel ticket and Internal travel tickets for the entire duration of stay. (Confirmed and Paid with PNR number)
14. **Travel Insurance:** Valid for entire stay and 15 days valid from the date of return to India.

### Company Documents

1. Updated bank statement of last 01Years with bank stamp on each page **(Online bank statements are not acceptable)**
2. Last 3 yrs IT return's with balance sheet
3. Copy of Partnership Deed **or** Registration Certificate **or** Memorandum and articles of Association

# Salaried Person:

1. New passport + Old Passport (Passports issued with validity of 20 years are no longer accepted) passport photocopy of all the pages (including blank pages)
2. **Visa application form duly signed** (As per Passport)
3. **Checklist** (The checklist must be submitted on back to back format or without back to back copies being stapled to each other.)
4. **Authorization form**
5. **Sworn declaration**
6. 03 Photograph's of size 35 mm X 45 mm, 80% face on photograph, white back ground, matt finish.
7. Covering Letter
8. Hard copy of Leave Letter from Company
9. Salary Slip of last 06 Months (If salary slip is less than six months then reason needs to provide in cover letter.)
10. Updated Personal bank statement of last 1years with sufficient funds (appx.Rs.4.50 lakh per person) with bank stamp on each page (**Online bank statements are not acceptable**)
11. Last 3 yrs IT return's with balance sheet
12. Pan Card copy
13. **Proper hotel booking of travel. (Confirmed and Paid)**
14. **Travel Ticket:** Travel ticket and Internal travel tickets for the entire duration of stay. (Confirmed and Paid with PNR number)
15. **Travel Insurance:** Valid for entire stay and 15 days valid from the date of return to India.

## \*FOR ENGAGED / NEWLY MARRIED COUPLES\*

- **Marriage Certificate or Marriage Affidavit** (If they do not have marriage certificate in that case both their name should be endorsed in each other passport or they have to submit affidavit with Rs 100 stamp paper)
- **6 Engagement / Wedding photographs.**(at least 2 with family)
- **No objection letter from bride's parents along with their passport copies**

