

www.mainstayabroadvisaseva.in

Common Checklist for Business Visit / Meeting / Conference visa

General Documents:

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|------------------------------------------------------------------|------------------------------------------------------------|
| 1. Passport (valid for at least 6 months) | 11. Aadhar Card |
| 2. Completed visa application form | 12. Residence Proof of your living address |
| 3. Appointment Letter (if booked) | 13. Vaccination Certificate (Covid-19) (if applicable) |
| 4. Travel itinerary & flight booking confirmation | 14. Cover letter |
| 5. Hotel booking confirmation or proof of accommodation | 15. Travel History (if available) |
| 6. Proof of financial means (bank statement, income certificate) | 16. Visa photo (35*45 mm) |
| 7. Travel insurance policy (valid for destination country) | 17. Business Registration (If doing business) |
| 8. Employment status | 18. Profit and Loss sheet (If doing business) |
| 9. Tax documents (if applicable) | 19. All documents as required for business |
| 10. Travel Insurance | 20. Events / Trade / Conference Registration copy |

Inviter's Documents

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- | | |
|------------------------------------------|-------------------------------------------------------------------|
| 1. Invitation Letter | 5. Passport details |
| 2. Employment status | 6. Visa copy |
| 3. Tax documents | Or |
| 4. Residence proof / accommodation proof | A copy of registration with all supportive documents from Inviter |

Reminders:

1. Check visa requirements for your destination country.
2. Verify document requirements with the embassy/consulate.
3. Ensure all documents are in English (or translated).
4. Submit applications well in advance of travel dates.

This checklist is a general guide. Specific requirements may vary depending on your destination country, nationality, and purpose of visit. Always consult the embassy/consulate website or contact them directly for the most up-to-date information.

You can talk to our team for detailed guidelines and support. Your case may differ or need additional documents. Kindly feel free to talk to us or send us email for customer support.

Thank you!

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