

## **Italy requirement**

- Valid passport with at least 6 month validity from the date of travel  
With all old passport
- Form
- Photo (size 35mm x 45mm, 70 to 80% face with white background)
- Covering letter on the Business letterhead
- Business registration certificate / Partnership Deed / Proof of proprietorship, or other proof  
of ownership
- Return Ticket
- Overseas medical insurance policy as per ticket
- Day to day tour itinerary is mandatory hotel conformation with the name of hotel address  
and telephone no of hotel n pax check in and checkout dates
- 6 months bank statements Personal + company till date, with sufficient balance.  
With  
Original bank stamp, sign Must
- Last 3 Years Tax Papers personal + company
- If applicant is employed then Original Leave Certificate  
If working then below mention documents is must.
- Original leave sanction with travelling dates & signing authorities name & designation.
- Salary slip last 3 months
- If student then bonafide certificate or School ID with school address.

Visa Fee Rs.4810+VFS charges Rs.496+courier charges Rs.450+convenience fee  
Rs.100+our service charges Rs.2000+GST

Child Visa Fee Rs.2810+VFS charges Rs.496+courier charges Rs.450+convenience fee  
Rs.100+our service charges Rs.2000+GST