



Consulate General of Italy, Lagos

## REQUISITE DOCUMENTS FOR BUSINESS VISA

- Application form duly filled in block capitals. Application must be signed and dated by applicant on submitting the application. The visa application form can be downloaded from this web site.
- Two recent colour passport-size photographs (white background), size 3,5 x 4,5 cm. As to the technical specification see the relevant document.
- Passport valid for at least 3 months after the expiry date of the requested visa and containing at least 2 empty pages.
- Copy of the passport page containing holder's data and those mentioning an extension of validity.
- Copies of any previous and current visa (if applicable).

### A. DOCUMENTATION RELATING TO THE PURPOSE OF THE JOURNEY

- Original letter of invitation from an Italian company. This letter of invitation has to be written on the Italian Company's letterhead as per the specific model and it has to be accompanied by the photocopy of the signatory's Identity Card (or passport) and copy of the Italian company's registration with the Italian Chamber of Commerce ("Visura Camerale");
- proof of previous business conducted with Italian Companies (Invoices, Bills of Lading, sales/distribution agreements, etc. ), if applicable, or with companies from other Countries;
- documents proving the business activities of the Nigerian company:
  - a) Certificate of Incorporation + Memorandum and Articles of Association or Certificate of Business Name Registration
  - b) Form C.O. 7 or equivalent (listings of the Company's Directors)
  - c) Income Tax Clearance Certificate
  - d) Company's bank statement covering the last six months
- letter of the Nigerian company stating: a) Purpose of the visit; b) applicant's employment status in the company; c) Details regarding activities and business relations with the Italian company;
- entry tickets for fairs, if appropriate;

### B. DOCUMENTATION RELATING TO TRIP AND ACCOMODATION

- hotel reservation
- flight booking (please note that no ticket should be purchased)
- Overseas Medical Insurance with minimum coverage of Euro 30,000 (including repatriation flight and hospital care) issued by a local insurance company (listed by the Schengen Diplomatic missions) or one based in Europe.

### C. PERSONAL DOCUMENTATION PERTAINING TO THE APPLICANT'S FINANCIAL MEANS

- proof of financial means in the country of residence:
  - a) personal bank statement covering the last six months
  - b) documentation pertaining to financial investments (if applicable)
  - c) certificate of payment of tax on personal income (PIT)
- proof of employment:
  - a) letter of employment stating duration of employment and financial terms
  - b) pay-slips covering the last six months (if applicable)
- proof of real estate property (if applicable);
- proof of integration into the country: documents attesting the applicant's professional status

### **C. DOCUMENTATION IN RELATION TO THE APPLICANT'S FAMILY SITUATION**

- marriage certificate (if applicable)

#### **APPLICANTS SHOULD NOTE THE FOLLOWING :**

- Additional documents may be required in certain cases.
- All the documents should be provided in original and copy. Original documents (except bank statements) will be returned to applicants while copies will be kept with the visa application.
- Any **forged/fake document or passport** submitted will not be returned to the applicant who might be prosecuted in both the Italian and the Nigerian Court.