

# INCENTIVE GROUP CHECKLIST

Updated March 2026

<b>Documentation Required (To be arranged in same order)</b>		YES	NO	N/A
1.	<b>Application form:</b> fully completed in English or German language and signed by the applicant			
2.	<b>Passport:</b> (a) its validity shall extend at least three months after the intended date of departure from the territory of the Member States or, in the case of several visits, after the last intended date of departure from the territory of the Member States; (b) it shall contain at least two blank pages; (c) it shall have been issued within the previous 10 years; (d) no alteration or handwritten amendment concerning the data page			
3.	<b>One photograph:</b> shall be in accordance with the international standards as set out in the International Civil Aviation Organization (ICAO)			
4.	<b>Valid permit to return</b> (if applicable) e.g. valid Indian Residency Permit or return visa to India for citizens of Bangladesh / Bhutan / India / Maldives / Nepal / Sri Lanka. For Tibetans travelling on Indian IC (yellow Identity Certificate) it is mandatory to hold a Return Visa (valid until at least three months after your intended return to India) apart from the stamped entry "No objection to return to India" (NORI) in the IC.			
5.	<b>Travel medical insurance</b> shall be valid throughout the territory of the Member States and cover the entire period of the person's intended stay or transit. The minimum coverage shall be EUR 30 000. Applicants for a uniform visa for multiple entries may prove that they are in possession of adequate and valid travel medical insurance covering the period of their first intended visit. In addition a statement, declaring the awareness of the need to be in possession of travel medical insurance for subsequent stays, has to be signed.			
6.	<b>Cover letter</b> from the applicant stipulating the purpose of travel, duration, names of accompanying persons, transport and accommodation details AND explaining the association or business relations with the sponsor co., intended duration of stay, etc.			
<b>Documentation required from the Company sponsoring the incentive trip;</b>				
7.	<ul style="list-style-type: none"> <li>• <b>Proof of Company:</b> A letter from lawyer / chartered accountant / Confirmation of Chamber of Commerce concerning evidence of established business, certificate of registration of company etc.</li> <li>• <b>ITR:</b> ITR (with barcode) for last 3 years-</li> <li>• <b>Proof of funds:</b> Original Balance certificate from the Bank.</li> <li>• <b>Round-trip flight reservations - travel itinerary for the entire group:</b> airline reservation and proof of other means of travel within Austria/EU in case of onward travel</li> <li>• <b>Proof of accommodation for the entire group:</b> Hotel reservation in Austria and other EU Member State in case of onward travel</li> <li>• Undertaking for the financial expenditure during the trip as well as for the safe return of group applicants.</li> <li>• Details of the contact person from the company, including email, phone no. (With extn.), if possible mobile no.</li> <li>• A consolidated list of all group applicants, to be sent directly to the Embassy by email and a copy to be attached with applications.</li> </ul>			
<b>Documentation required by the group applicants (individuals);</b>				
8.	<ul style="list-style-type: none"> <li>• <b>Employed (Staff of sponsor co.):</b> Salary certificate of the last three (3) months, employment contract etc. <b>Also, please mention official email address of the applicant or HR department on the application form OR business card mentioning the official email ID of the applicant.</b></li> <li>• <b>Self-employed:</b> The applicable CIN Certificate/ LLP certificate/ GST certificate/ Udhdyog Aadhar Memorandum/ Import Export Certificate etc.</li> <li>• <b>Personal ITR:</b> ITR (with barcode) for last 2 years-</li> <li>• <b>Proof of personal funds:</b> Original bank statements for the last three (3) months and / or other financial resources</li> <li>• <b>Copy of the present passport</b> (data pages, last page, pages with evidence of previous visa, travel) <b>Copy of visas and entry/exit stamps of Schengen area from previous passports</b> (or proof of loss)</li> </ul>			
9.	<b>Original(s) of previous passport(s)</b> or proof of loss			

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## Important Notes:

- *Before applying consider the duration of stay. If applicant intends to stay longer than 6 (six) months, Residence Permit ("Aufenthaltstitel") has to be applied for. Visa "C" can be applied for with validity for up to 90 days, Visa "D" between 91 and 180 days. Visa in both categories cannot be extended or renewed in Austria.*
- *Any representative shall provide an original letter of authorization from the applicant bearing the name of the representative and its organization / company. A copy of a valid photo ID shall be attached to the application.*
- *The applicant bears responsibility concerning all content of the application.*
- *Applications cannot be submitted 6 months prior to departure.*
- *Processing can take up to 15 working days after receiving the application. Status queries will be responded after the above time frame only and shall be primarily addressed to the VFS-office of application or by e-mail to: NEW-DELHI-KA@bmeia.gv.at*
- ***Kindly note that, in case an application is received by the Embassy, less than 15 working days before the intended travel date, the application along with the passport will be returned to VFS. Therefore, the applicants are advised to apply at least 1 month prior to the intended travel.***
- ***However, in individual cases, that period may be extended up to 45 calendar days in, particularly when further scrutiny of the application is needed.***
- *The applicant voluntarily agrees to avail the services of VFS Global Services Pvt. Ltd. to apply for a Schengen Visa at the Austrian Desk.*
- *Applicant are advised that during the examination of an application, consulates may in justified cases request additional documents in accordance with Article 21 (8) of Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas. The Embassy may call applicants for an interview if deemed necessary.*
- *The applicant and/or its authorized representative declare being advised to submit full documentation according above checklist and that submission of incomplete or faulty documentation can be a reason for refusal of the application.*

In case of incomplete documentation:

**I insist on forwarding the application with the documents provided. I acknowledge that missing documents may be considered non-existent by the authority, which can result in the application being rejected.**

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Date, Signature