

BUSINESS CHECKLIST

YES NO

1	Application form duly filled in and signed by the applicant.		
2	One Recent Passport Size Photograph In Colour With White Background (3.5cm By 4.5cm).		
3	Passport/travel document must:		
	A) have a validity of at least 3 months after the intended stay;		
	B) have been issued within the previous 10 years and the validity must not exceed 10 years; and		
	C) have 2 blank pages.		
4	Letter of invitation from the Hungarian business partner duly signed and stamped by an authorized person of the business entity.		
5	Providing evidence of the actual business relations in Hungary by a letter of reference from the Hungarian/Indian company.		
6	Prearranged accommodation. Reservation of accommodation is accepted provided that you paid a deposit or have to pay cancellation fee. Please note that proof of prearranged accommodation has to be presented even if it is arranged or covered by the Hungarian business partner.		
7	Salary slips of the last three months from the employer.		
8	Original bank account statement of the applicant and the company of the last three months.		
9	The GST declaration of the last two years of the Indian company The ITR for last 3 years of the applicant's and the Indian company		
10	Travel itinerary with travel dates, including a return flight reservation or ticket.		
11	Overseas travel medical insurance valid for all schengen countries. The insurance has to cover the applicant for at least 30,000 euros or equivalent, for all risks e.g. accident, illness, medical emergency, evacuate of arrival and departure.		
12	Applicant should stay at least six months in consulate jurisdiction (proof : rental agreement issued six months ago, bank statement, salary slips, electricity bills for past six months.)		
13	Passport copies with old Schengen visas or other visas + old passport copies. Not providing these mentioned documents may result in visa decision.		

Notes if applicable:**DECLARATION:**

VFS Global staff has informed me that the above documents which are mandatory for processing of my visa application at the Consulate General of Hungary are missing from my file or inadequate. However, I go for submitting my visa application and take full responsibility for my failing to comply with the visa procedural rules of the Consulate General of Hungary. I am aware of the fact that this incomplete or inadequate file will be the sole basis of the Consulate General of Hungary's decision on my visa application. It may refuse my visa application without verifying its merit, requesting additional documents or calling me for an interview.

Please ensure to review the information on the reverse side as well, and sign the document accordingly.

NOTE:

- The Consulate reserves the right to request further documentation. Original Documents must be presented during the personal interview with the visa officer.
 - **Processing time 15 calendar days.**
 - Applications shall be lodged **no later than 15 calendar days before the start of the intended visit** and no more than six months before the start of the intended visit.
 - A reasonable doubt concerning the statement made by the applicant about the actual itinerary and time spent in various countries of the Schengen area will lead to refusal of the visa by the Consulate General of Hungary.
 - Furthermore, on the instruction of the airport **Schengen Liaison Officer airlines may offload passengers** in possession of Schengen visas **by having provided misleading information and not using the visa for travel to the issuing Schengen member state**. An offload will lead to revoking the visa with all its subsequent consequences.
 - The Consulate General of Hungary may demand proof of payment for the booked accommodation in Hungary at the time of processing your visa application as a condition of issuing the visa.
- I fully understand that:
- The mere possession of **a visa does not confer an automatic right of entry to Hungary or any other Schengen States of the European Union**. I may be requested at the entry border checking point to present any supporting documents submitted with my visa application.
 - The processing of the application including time, request for additional documents or call for an interview is subject to the procedures and timelines of the Consulate General of Hungary and VFS Global has no control over it. In case of any delay I agree to reschedule my travel itinerary and related bookings and documents.
 - I am responsible for the accuracy and completeness of my application. In case of any additional documents required by the Consulate General of Hungary, I am aware that I need to submit the documents at VFS Global application center or at the Consulate General of Hungary and the processing time for my application may increase.
 - During the time of the assessment of my visa application the Consulate General of Hungary will not answer any form of enquiry regarding state or outcome of the procedure.
 - Grant or refusal of visa is at the sole discretion of the Consulate General of Hungary and VFS Global has no role in the decision making process and no promises have been made by any VFS Global staff on this account.

Disclaimer for Biometrics Submission

Applicants holding previous Schengen visas are requested to make sure their biometrics used for earlier visas are still valid (had been taken less than 59 months before visa submission). Should the biometrics be no longer valid, or the quality of the biometrics be not up to standard, the Consulate General of Hungary will not be in a position to process the new visa and the applicants will need to appear at the Consulate General of Hungary in Mumbai to provide fresh biometrics data. Consequently, the processing time will be longer for applicants with biometric discrepancies.

Contact of applicant (Tel): _____

Email: _____

Accepted by: _____