

Italian Embassy – Quito – Ecuador

Sr. #	<u>Business Visa</u>	YES	NO	N/A
1	Application Form (completed visa application signed by the applicant , applications of minors should be signed by both parents)			
2	One recent passport size colored photographs (full face on white background , one photo attached to application)			
3	Current Passport and Previous passports (if any) passport shall contain two blank pages current passport shall be valid for a period of 120			
4	Covering Letter – self-addressed by the applicant explaining the purpose of visit and travel plan etc.			
5	Invitation / Sponsorship (<i>from Italian company / institution</i>) indicate the purpose and duration of stay Mention who will bear the expenses (travel, accommodation etc.) declaration of responsibility according to Italian Immigration regulations copy of registration with Italian Chamber of Commerce Copy of Italian identification document about the person inviting			
6	International Fairs/Exhibitions documentary proof of full payment for the stall documents relating to the exhibits being exported entrance fee payments and registration details			
7	Proof of Business (covering letter from Ecuador company) <ul style="list-style-type: none"> • Explaining purpose of visit, professional status of applicant, leave approval, travel/additional • Expenses borne by, brief description of local company profile, details of the business relationship with the Italian company etc. • company business registration and/or memorandum of articles and/or articles of association • BANK CERTIFICATES 			
8	Proof of Employment / Financial Guarantees confirmation letter with salary from employer of approved paid/unpaid leave salary slips for the last 3 months personal bank accounts Bank certificates			
9	Hotel Reservation - confirmed hotel booking or proof of hospitality offered by Italian company			
10	Insurance - travel, medical and accident insurance policy as per travel itinerary - cover of Euros 30,000/-			
11	Airline Ticket - confirmed reservation issued by airline or travel agency			

Note

- **The Embassy reserves the right to request further documentation at the interview if and when required**
- All documents should be provided in original accompanied with a set of photocopies in A4 size

Comments

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Please sign below that you have read and seen this checklist

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Applicant's Signature

Date...../...../.....

Staff Signature

Date...../...../.....