



Consulate General of Italy, Lagos

REQUISITE DOCUMENTS FOR BUSINESS VISA

- Application form duly filled in block capitals. Application must be signed and dated by the applicant on submitting the application. The visa application form can be downloaded from the web site www.italy-ng.com
- Two recent colour passport-size photographs (white background), size 35 x 45 mm. As to the technical specification see the relevant document. 1 photograph should be glued to the visa application and the second one, bearing on the reverse side the applicant's full name, should be attached to the application with a paper clip
- Passport valid for 6months from the date of visa application containing at least **3 Consecutive** pages. Only biometric passports are accepted.
- Colour photocopy(2copies) of the passport page containing holder's bio-data
- A sheet containing the applicant's bio-data, phone number and active e-mail address. This information must be typed and signed by the applicant
- Non-Nigerian nationals living in Nigeria have to submit copy of the Nigerian Residence Permit
- Colour copy of any previous and current visa including the landing stamps (if applicable).
- Travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during the stay. The minimum coverage must be 30.000 EUR. General waiver is only foreseen for holders of diplomatic passports (Article 15.7 of the Visa Code)

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 ("*Lettera d'invito aziendale*") and it has to contain relevant personal data of the invited, purpose of the visit and duration of stay. This letter of invitation 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"). These documents have to be submitted by applicants and not transmitted by the Italian companies to the Consulate General of Italy.

- proof of previous business conducted with Italian Companies (Invoices, Bills of Lading, sales/distribution agreements, etc.), if applicable, or with companies from other Countries;
- Proof of business activities carried on by 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)

C. VERIFIABLE EVIDENCE OF APPLICANT'S PERSONAL INCOME

- proof of financial means in the country of residence:
- a) Personal bank statement covering the last six months **(COMPULSORY)**
- 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)

- In case the applicant is the owner of a company or an individual trader
Certificate of Incorporation + Memorandum and Articles of Association or Certificate of Business Name Registration
Form C.O. 7 or equivalent (listings of the Company's Directors)
Income Tax Clearance Certificate

- 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 will be returned to applicants while copies will be kept with the visa application. No photocopy will be accepted, except the photocopy of the identity card or passport of the inviting party residing in Italy; In case of submission of **forged/counterfeit/fake document or passport**, applicant's passport and all the submitted documents will be forwarded to the Nigerian Police for investigations and applicant will be prosecuted in the Italian Court.
- Submission of any **fake or counterfeit documents** will result in a visa denial.

