

## Checklist for Business Application (PTC)

### 商务签证申请审核表 (免面试)

<b>Name:</b> _____ (姓名)	<b>Purpose of Visit:</b> _____ (访问目的)		
<b>Passport Number:</b> _____ (护照号)	<b>Contact No.:</b> _____ (联系电话)		
	<b>E-mail Address:</b> _____ (邮件地址)		
Required Documents	Yes/有?	No/没有?	Validity/有效期
1. Visa Application form fully completed and signed by the applicant 填写完整并在签证申请表上签名			
2. One recent passport-size photograph with clear background 一张护照尺寸,背景清晰的近照			
3. passport or travel document valid for at least three months after visa expiry date 签证到期后仍有 3 个月有效期的护照或旅行文件			
4. Letter from Italian company(Original) 意大利公司的信函(原件)			
5. The copy of ID Card of Italian company's legal representative 意大利公司法定代表人的身份证复印件			
6. Business licence of Italian company(no more than three months) 意大利公司的营业执照(最近三个月内)			
7. Letter from Chinese company(Original of Chinese and English version) 中国公司的信函(中英文原件)			
8. Business licence of Chinese company(copy) 中国公司的营业执照(复印件)			
9. Air ticket booking 机票定单			
10. Italian hotel reservation 意大利宾馆定单			
11. Copy of Credit Card/ Travellers Cheque / Bank Account Statement (recent and up-to-date) 信用卡 / 旅行支票 / 银行账户对账单 (最近和最新的) 复印件			
12. Overseas Medical Insurance with minimum coverage of Euro 30,000 (to be shown in original plus photocopy) 境外医疗保险,最低保额 3 万欧元(复印件)			

Supporting Documents	Yes/有?	No/没有?	Validity/有效期
1. Contract of employment(copy) 工作合同(复印件)			
2. Economic Situation 经济状况			
3. Temporary Residence Card(At least 6 months registration) 暂住证(至少住满六个月以上的记录)			

Inquiry Officer to delete as appropriate (资料审核员根据适用情况选择)

1. The applicant has confirmed that s/he has no other documents to submit OR  
申请人已经确认她/他不提交其他文件 或者
2. The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.  
申请人已经递交了上述文件, 我已通知其不提交所有必要文件会导致被拒签, 但其选择继续提交申请。

**Attention:**

Please note that only if you will stay in Italy for longer time than in any other Schengen countries, you can come to IVAC to apply for short-term Schengen visa. Instead, please go to the respective Consulate in Shanghai of other Schengen country where you will stay for longest time to apply for visa. Otherwise the border Schengen police may reject your entry request and expel you from Schengen area.

**注意:**

请注意, 前住意大利签证申请中心申请短期申根签证, 在意大利逗留的时间必须长于其他申根国家; 反之, 请去逗留时间最长的国家的驻沪总领事馆申请签证。否则, 申根边防警察可以拒绝您的入境请求并将您驱逐出申根地区。

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Name & Signature of Inquiry Officer (资料审核员签名)

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Date/日期:

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Applicant's Signature (申请人签名)

	Amount Fee 费用		Quantity 数量	Amount Fee 费用
Service Fee 服务费		Photo Fee 拍照费		
Lounge Fee 休息室费用		Photocopy Fee 复印费		
Courier Fee 快递费		Visa Fee 签证费		