

# Italian Visa & Legalisation Application Center

## Business Visa

### Requirements:

1. **Application form duly filled.**
2. **2 (two) recent passport-size photographs**
3. **Valid passport** with a higher validity of at least 3 months compared to that of the visa requested
4. **Reservation of the bill return ticket or bill or proof of the availability of personal means of transport**
5. **Birth certificate and marriage certificate**
6. **Proof of the availability of a housing in Italy**, by :  
Reservation of hotel or declaration of lodging from a person residing in Italy
7. **Local documentation proving the effective condition of economic and commercial operator**, and in particular:
  - a. Evidence of registered business in Ghana (original certificates including: Form C, Form 3 and Companies Code).
  - b. Additional business documents, such as: VAT Registration, tax clearance certificates and bills of lading.
  - c. Bank reference/statements of the company for the last 3 months.
- ✓ **In the case it is for the employees of the company:**
  - a. Certificate of work, wages and leave of the employee.
  - b. Documentation concerning the economic situation of the employee (personal bank accounts for the last 3 months)
  - c. Original letter indicating the designation and authority to act on behalf of the company.
8. Invitation letter of the Italian company. The invitation letter have to mention:
  - a. The name of the invited company
  - b. The name of the guest
  - c. The period
  - d. The finality of the stay
  - e. The address during the stay in Italy.
  - f. The possible assumption of responsibility of stay and travelling expenses.
9. Recent copy of the Register of Trade (« **Visura camerale** ») from the Italian company
10. **Insurance travels (medical)** having a minimal cover of 30.000 Euros for the expenditure relative to an emergency hospitalization and the expenses relating to repatriation.

**To facilitate the management of the file, specified documentation should be presented as follows:**

- **Copy + original in vision**
- **In the order of the list**

### Warning

The Embassy reserves the right to require additional documentation if it considers it necessary to the evaluation of the file.

### Fees :

<b>Category</b>	<b>Amount</b>
Visa Expenses	72 GH C
VFS Charge	18.60 GH C