

LIST OF REQUIREMENTS FOR BUSINESS

- Application Form – Duly completed and signed on every page, including the privacy page;
- Passport – Valid for a minimum of 3 months after the return date from the trip to the Schengen area, and with a minimum of 2 blank pages + a copy of the passport;
- 1 ICAO-compliant photo;
- NRC (National Registration Card) + Copy – Foreign citizens must hold a valid residence permit for Zambia;
- Copy of previous Schengen visas;
- Medical Insurance – It **MUST CLEARLY STATE** that it is valid for **ALL SCHENGEN COUNTRIES** for the entire duration of the trip, with a minimum coverage of €30,000.00 for emergencies, including repatriation;
- Verifiable proof of sufficient means of subsistence during the intended stay: original bank statements stamped by the bank, showing the transactions of the last 3 months;
- For business purposes in Italy, the specific "Business Invitation" (Invito per affari form must be completed by the Legal Representative of the host company and sent directly to this visa office prior to the appointment, along with the signatory's ID/passport and the relevant documents mentioned in the letter;
- Company Registration Certificate (PACRA) (including details of directors/shareholders) updated within the last 30 days;
- Letter from the employer stating the position, the purpose of the trip, and sponsorship details (coverage of expenses);
- Round-trip flight reservation;
- Hotel reservation, if not provided by the host company.

Important Notes

- The Visa Office reserves the right to request additional documentation and/or a subsequent interview with the applicant;
- The submission of all required documents does not necessarily guarantee the issuance of the visa;
- The submission of counterfeited or falsified documents will result in the refusal of the visa; such documents will not be returned and may be forwarded to the competent local Judicial Authorities;
- Schengen Border Authorities have the right to request proof of requirements from all travelers and may refuse entry to visa holders.