



**Consulate General of Italy
Hong Kong**

VISA CHECKLIST – BUSINESS
文件清單 – 商務簽證

Name of Applicant

申請人姓名：_____

PLEASE NOTE:

- IT IS NOT POSSIBLE TO MAKE PHOTOCOPIES IN THE CONSULATE
領事館不會提供複印文件服務
- AT THE COUNTER, ALL DOCUMENTS MUST BE SUBMITTED ACCORDING THE LIST ORDER.
所有文件必須按清單順序于櫃台提交

1	Schengen visa application form duly completed and signed by applicant, printed including the barcode: http://e-applicationvisa.esteri.it/index.html . IMPORTANT: BARCODE MUST BE PRINTED CLEARLY! 申請人須用英語填寫和簽署 申根簽證申請表 ，打印申請表和包含的二維條碼，鏈接： http://e-applicationvisa.esteri.it/index.html （請注意：條形碼必須清晰打印）	
2	Two recent (not older than six months) passport-sized photographs (35 x 45 mm) 兩張護照尺寸的近期（最近 6 個月內）照片（35X45 毫米）	
3	Current passport or travel document (original + copy) issued within the past 10 years and valid at least 90 days beyond the return to HK/Macao. Photocopies of any previous Schengen visa must be provided. 護照或旅行證件（原件+複印件） 必須是在十年以內簽發，其有效期在返回香港/澳門後必須至少為 90 天以上）。此外，須提供已往所有申根國家簽證（如有）的複印件	
4	Evidence of residence status in Hong Kong/Macao: HK/Macao ID card (original + copy) and, if temporary resident, residence permit valid beyond the return date to HK/Macao. 香港/澳門居留身份證明： 香港/澳門身份證（ 正本 + 複印件 ）；如為臨時居民，需提供返回香港/澳門後仍然有效的居留許可	
5	Invitation letter from the inviting company in Italy: the invitation letter must be written on official company paper with stamp and signature, and mentioning clearly: the full address and contacts of the company, the name and position (as indicated in the “Visura Camerale”, not older than 6 months, to be attached too) of the countersigning officer, the purpose and duration of the visit, the detailed program, the person or the entity who will bear applicant's travel and living costs, and whether the sponsor gives financial guaranty for the applicant's return to China. The countersigning officer must provide a copy of the his/her ID or Passport page where appears his/her signature. 意大利邀請公司的邀請函： 邀請函必須使用公司正式的信頭紙並加蓋公章和簽名，且須清楚注明：公司的詳細地址和联系方式、簽字人員的姓名和職務（須與不超過 6 個月的營業執照 “Visura camerale” 上一致，並須同時附上）、訪問目的和期限、詳細日程、承擔申請人旅費和生活費的個人或單位，以及擔保人是否為申請人回國提供經濟擔保。簽字人必須提供其身份證或護照簽字頁的複印件。 For a sample of the Invitation Letter, please click the following link:	

	如需邀请函样本，请点击以下链接： https://conshongkong.esteri.it/wp-content/uploads/2023/02/business-visa-guarantee-letter.pdf	
6	Company registration/business license 公司注册/营业执照	
7	Round trip reservation(s) from/to Hong Kong or Macao. 来回香港或澳门的 机票预订单	
8	Travel itinerary providing clear evidence of the applicant's travel plans (confirmed flights and transportation bookings, itinerary, name of first port of entry in Italy, etc.): 旅行行程，提供申根區內国家的清晰 行程表 (每天住宿詳情和确切的入境口岸名稱)	
9	Proof of accommodation for the whole duration of the intended stay 申请人在整个申根地区的每天 酒店预订单	
10	Proof of financial means - The following documents must be submitted: 财务证明 – 必须提交以下文件： <ul style="list-style-type: none"> - <u>bank statements</u> for the latest 3 months issued by banks in Hong Kong or Macao. - <u>proof of regular income</u>: an official letter from the employer (stating duration of recruitment, status, income, confirmed upcoming leave). - 由香港或澳门银行发出的最近 3 个月的银行对账单 - <u>固定收入证明</u>：雇主出具的正式信函（注明雇佣期限、雇佣状况、收入、已确认的假期） 	
11	Health insurance certificate and policy (emergency treatments, hospital and repatriation expenses, with a min. coverage of Euro 30,000) valid for all Schengen countries for the whole duration of the stay. 健康保险凭证和保单 （紧急治疗，住院和遣返费用，保额至少为三万欧元），必须在整个申根成员国境内及整个逗留期间有效	

This Visa Section reserves the right to request further supporting documents if deemed necessary

本签证处保留要求申请人进一步提供其他补充材料的权利

Consulate General of Italy - Suite 3201 Central Plaza, 18 Harbour Road, Wanchai, Hong Kong
<https://conshongkong.esteri.it/it/servizi-consolari-e-visti/servizi-per-il-cittadino-straniero/visti/>
Tel. 2522.0033 – Fax 2845.9678; EMAIL: visti.hongkong@esteri.it