



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:

請注意

- IT IS NOT POSSIBLE TO MAKE PHOTOCOPIES IN THE CONSULATE
領事館不會提供影印文件服務
- AT THE COUNTER, ALL DOCUMENTS MUST BE SUBMITTED ACCORDING THE LIST ORDER.
所有文件都必須按清單順序於提交

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! 申請人須用英文填寫並簽署申根簽證申請表，列印申請表和二維條碼，連結: http://e-applicationvisa.esteri.it/index.html (請注意：條碼必須清晰列印)	
2	Two recent (not older than six months) passport-sized photographs (35 x 45 mm) 兩張最近 6 個月內拍攝的護照尺寸的相片 (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 (正本+影本) 必須在最近十年以內簽發，其有效期在返回香港/澳門後必須至少為 90 天以上)。此外，須提供所有過往簽發的申根國家簽證 (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/澳門居留身分證明：香港/澳門身分證 (正本 + 複印件)；如臨時居民，需提供返回香港/澳門後仍有效的居留許可。	
5	Invitation letter from the inviting company in Italy: the invitation letter must be written on official company paper with stamp and signature, mentioning clearly: the full address and contacts of the company, the name and position 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. To be attached to the inviting letter: <ul style="list-style-type: none">- a copy of the countersigning officer ID or Passport page where appears his/her signature;- a copy of the “Visura Camerale” of the inviting company, not older than 6 months For a sample of the Invitation Letter, please use the one at the following link: https://conshongkong.esteri.it/wp-content/uploads/2023/02/business-visa-invito-per-affari.pdf 意大利邀請公司出具的邀請函範文：邀請函必須使用公司正式信紙並加蓋公章和簽名，且須清楚註明：公司的地址和聯絡資訊、簽字人姓名和職位、訪問目的和期限、訪問的詳細行程、承擔申請人旅費和生活費的個人或單	

	<p>位，以及擔保人是否為申請人回國提供經濟擔保。</p> <p>以下文件須同時附於邀請函：</p> <ul style="list-style-type: none"> - 簽字人的身份證或護照簽名頁複印本； - 最近 6 個月內取得的邀請公司的營業執照「Visura Camerale」複印本 <p>如需邀請函範本，請點擊以下連結：</p> <p>https://conshongkong.esteri.it/wp-content/uploads/2023/02/business-visa-invito-per-affari.pdf</p>	
6	<p>Hong Kong/Macau Company registration/business license 香港/澳門公司註冊/營業執照</p> <p>Company guarantee letter (sample) 公司出具的擔保函（範本）： https://conshongkong.esteri.it/wp-content/uploads/2023/02/business-visa-guarantee-letter.pdf</p>	
7	<p>Round trip reservation(s) from/to Hong Kong or Macao. 來回香港或澳門的機票預訂單</p>	
8	<p>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，提供申請人清晰明確的行程表（已確認的航班和交通預訂、行程、抵達意大利的第一個入境口岸名稱等等）</p>	
9	<p>Proof of accommodation for the whole duration of the intended stay 住宿證明：申請人整個逗留期間的住宿證明/酒店預訂單</p>	
10	<p>Proof of financial means - The following documents must be submitted: 財務證明 - 必須提交以下文件：</p> <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). - 由香港或澳門銀行於最近 3 個月發出的的銀行帳單 - <u>固定收入證明</u>：僱主出具的正式信函（註明僱用期間、僱用狀況、收入、已確認的假期） 	
11	<p>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. 健康保險憑證和保單（緊急治療，住院和遣返費用，保額至少為三萬歐元），必須在整個申根成員國境內及整個逗留期間有效</p>	

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

本簽證處保留要求申請人進一步提供其他補充資料的權利

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