



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	<p><b>Schengen visa application form</b> duly completed in all fields – MUST BE SIGNED and dated by applicant, printed including the barcode: <a href="http://e-applicationvisa.esteri.it/index.html">http://e-applicationvisa.esteri.it/index.html</a>. <b>IMPORTANT: BARCODE MUST BE PRINTED CLEARLY!</b></p> <p>申請人必須以英文完整填寫申根簽證申請表的所有欄目——並且須由申請人親自簽名並註明日期。申請人須列印申請表及二維條碼，申請表連結: <a href="http://e-applicationvisa.esteri.it/index.html">http://e-applicationvisa.esteri.it/index.html</a> (重要提示：條碼必須清晰列印)。</p>
2	<p><b>Two recent (not older than six months) passport ICAO standard photographs</b> (35 x 45 mm) 近 6 個月內拍攝的兩張符合國際民航組織 (ICAO) 標準的護照照片 (35 × 45 毫米)。</p>
3	<p><b>Current passport or travel document (original + copy)</b> issued within the past 10 years and valid at least 90 days beyond the return to HK/Macao. Photocopies of previous Schengen visas must be provided. 護照或旅行證件 (正本及副本) 須為於過去十年內簽發，且其有效期須在返回香港 / 澳門後至少仍有 90 天以上。此外，須提供過往所有申根國家簽證 (如有) 的副本。</p>
4	<p><b>Evidence of residence status in Hong Kong/Macao:</b> HK/Macao ID card (original + copy) – proof of rent accommodation in HK/MACAO (Tenancy Agreement or Utility Bill). If temporary resident, residence permit validity must exceed the return date to HK/Macao.</p> <p>香港 / 澳門居留身份證明：香港 / 澳門身份證 (正本及副本)，以及在香港 / 澳門的住址證明 (租約或水電煤費單)。如屬臨時居留人士，其居留許可之有效期必須超過返回香港 / 澳門的日期。</p>
5	<p><b>Invitation letter from the inviting company in Italy:</b> Official invitation letter, duly signed by a Company Manager/Officer; must specify 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.</p> <p>To be attached to the inviting letter:</p> <ul style="list-style-type: none"> <li>- a copy of the countersigning officer ID or Passport page where appears his/her signature;</li> <li>- a copy of the “Visura Camerale” of the inviting company, not older than 6 months</li> </ul> <p>For a sample of the Invitation Letter, please use the one at the following link: <a href="https://conshongkong.esteri.it/wp-content/uploads/2023/02/business-visa-invito-per-affari.pdf">https://conshongkong.esteri.it/wp-content/uploads/2023/02/business-visa-invito-per-affari.pdf</a></p> <p>意大利邀請公司發出的邀請函：須提供由公司經理或負責人正式簽署的官方邀請函；函中應明確註明訪問目的及停留期限、詳細行程安排、承擔申請人旅行及生活費用的個人或單位，以及邀請方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"> <li>- 簽字人的身份證或護照簽名頁複印本；</li> </ul>

	<p>- 最近 6 個月內取得的邀請公司的營業執照「Visura Camerale」複印本 如需邀請函範本，請點擊以下連結： <a href="https://conshongkong.esteri.it/wp-content/uploads/2023/02/business-visa-invito-per-affari.pdf">https://conshongkong.esteri.it/wp-content/uploads/2023/02/business-visa-invito-per-affari.pdf</a></p>	
6	<p><b>Hong Kong/Macau Company registration/business license</b> 香港/澳門公司註冊/營業執照 <b>Company guarantee letter (sample) 公司出具的擔保函範本：</b> <a href="https://conshongkong.esteri.it/wp-content/uploads/2023/02/business-visa-guarantee-letter.pdf">https://conshongkong.esteri.it/wp-content/uploads/2023/02/business-visa-guarantee-letter.pdf</a></p>	
7	<p><b>Round trip flights booking(s) from/to Hong Kong, Macao or Shenzhen.</b> 往返香港、澳門或深圳的機票預訂證明</p>	
8	<p><b>Travel itinerary</b> providing clear evidence of the applicant's travel plans including duration of stay in Italy (number of nights), confirmed flights and land transportation tickets between Shengen Countries, name of entry border in Italy, etc.: 旅行行程表須清楚提供申請人行程的相關證明，包括在意大利停留的時間（以晚數計）、已確認的航班及申根國家之間的陸路交通票據、入境意大利的邊境口岸名稱等</p>	
9	<p><b>Proof of accommodation</b> 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><b>Proof of financial means</b> - The following documents must be submitted: 財務證明 - 必須提交以下文件： - <u>bank statements</u> for the past 3 months issued by banks in Hong Kong or Macao. BANK STATEMENTS MUST BE IN ENGLISH or officially translated into English. - <u>proof of regular income</u>: an official letter from the employer (stating duration of recruitment, status, income, confirmed upcoming leave). - 由香港或澳門銀行發出的過去 3 個月銀行月結單。銀行月結單必須為英文版本，或須附上正式的英文翻譯本。 - <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）。</p>	
11	<p><b>Health insurance certificate and policy</b> (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

**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/>**

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