

Documents must be arranged in order given below:

Business Check List Mumbai

1. Original passport
2. Visa application form filled with 2 white background having size 2.5inch x 2.5inch
3. Passport must be valid for at least 6 months upon arrival in Turkey and have 2 full blank pages available
4. Covering letter from employer on company letter head with authorized signatory, name and designation with company seal. Also mentioned about the guarantee clause with the expenses of the trip.
5. Original Invitation letter from Turkey or color scanned copy with clear information
6. Recommendation letter / Registration letter from relevant chamber of commerce. If a copy is submitted it must be attested by Mantralaya or MEA and Notarized.
7. If the applicant has his own business/partner/proprietor/director, please provide incorporation certificate/memorandum of association/partnership deed/proprietorship proof and applicants's name should be mentioned.
8. Last 3 months bank statement of company and personal, in original or copies attested by bank (with original stamp and sign) and with sufficient funds (1 Lac and above)
9. 3 months' salary slip and salary account attested by company
10. Confirmed return ticket
11. 2 photo copies of Passport first and last page.
12. Travel Insurance is mandatory requirement.
13. Passports which are not issued in jurisdiction for applicants applying in Mumbai, Ahmedabad, Pune, Goa, Bangalore, Chennai, Cochin, Trivandrum, Pondicherry can be submitted with local address proof . (Only registered leave and license agreement copy and it needs to be notarised and attested from the Mantralaya).

Documents Required For Montage Visa (For applicants applying in Mumbai, Ahmedabad, Pune, Goa, Bangalore, Chennai, Cochin, Trivandrum, Pondicherry)

1. All documents mentioned above from number 1 till 13 .
2. Agreement copy between the Turkish and Indian company.
3. Proforma invoice of the machinery purchased/sold.
4. Copy of bill of lading .

Please note that for applicants applying in Delhi, Kolkata, Jalandhar, Chandigarh, Jaipur, Gurgaon, and Kathmandu in addition to above mentioned documents following documents are also required to be submitted:

14. Income tax return (Last two year) and Form 16 (Last one year)
15. Authorization letter from the applicant incase application is submitted by Travel Agent along with Photo ID of travel agent