



Date:04/05/2018

Netherlands Visa Application Centre, Mumbai  
Appointment Letter

Number of Applicants : 1

Group URN - BEN7415531505



Appointment Details :					
Applicant Name	Reference Number	Passport Number	Appointment date & time	Visa Category	QR Code
SHIVALINGAM NARSANOLLA	 BEN7415531505/1	K8599236	23/05/2018 11:30	Business	

Your appointment has been confirmed for the date and time reflecting against your name and reference number. Please be available at the following address not more than 15 minutes before the appointed time.

Netherlands Visa Application Centre, Mumbai

Urmi Axis Building, 2nd Floor, Behind Famous Studio, Opp. E Moses Road, Mahalaxmi (W)

Mumbai,

Maharashtra,

India,

400011.

**IMPORTANT NOTICE – Dear Applicant, Due to circumstances beyond control visa processing time at Netherlands Embassy, New Delhi has increased. Please be advised to apply atleast 30 days before your intended date of travel.**

**PLEASE NOTE:** – Due to security reasons the following items will not be permitted inside the Application Centre nor can be stored in the premises. Applicants are requested to make alternate arrangements to keep the same before entering into the center.

All battery operated or electronic gadgets such as helmets, cameras, audio/video cassettes, compact discs, MP3's, floppies, laptops, portable music players, all inflammable item such as matchboxes/ lighters/ fuel, any sharp objects such as scissors, pen knives or nail filers or weapon or weapon like objects or explosive material of any kind etc.

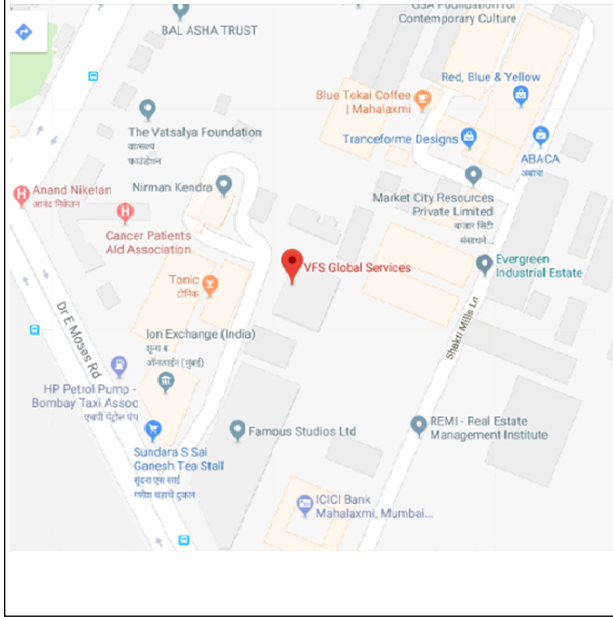
The list provided above is not finite. Other items may be prohibited based on security staff discretion. For further information on security regulation please log on to

[http://www.vfsglobal.com/netherlands/india/security\\_regulations.html](http://www.vfsglobal.com/netherlands/india/security_regulations.html)

Points to be remember before visiting visa application center:–

- × Make sure to fill the applications form before you walk in to the center.
- × 2 recent photographs with white background not older than 6 months (for more information please visit
- × Courier and SMS form should be filled up
- × Make sure you have enough cash with you for all the necessary payments that you should pay at the counter
- × The passport has to be valid for three Months after the scheduled return
- × Check your passport before submitting your applications e.g. Validity, Observation on biographic data, damage of passports and availability of Pages (It shall contain at least two blank pages).
- × Childrens below 12 years of age are exempted from biometrics enrollment process hence kindly do not accompany them at the time of Visa submission.

## Map



Thank you.

Netherlands Visa Application Centre, Mumbai

For more visa information, please log on to the website - [www.vfs-nl-in.com](http://www.vfs-nl-in.com).

You can also contact the helpdesk at the below mentioned details.

Email ID : [infonorth.nlin@vfshelpline.com](mailto:infonorth.nlin@vfshelpline.com)

Helpline Number : 022- 67866007

Additional list of 'Value Added Services' that are available at the Netherlands Visa Application Centre, Mumbai VAC are as under:

Service	Description	Fee
Premium Lounge	Premium Lounge	Rs. 2055.00
SMS	SMS Notifications	Rs. 85.00
Courier	Courier Service	Rs. 310.00

### Please note:

Please note it may take more than the prescribed time mentioned on your Appointment letter while submitting your Visa Application at VFS Centre.

Applicants will be issued with a token number at the Application Centre and will be entertained as per the token number assigned.

It may take more time depending on the number of Applications submitted at the counter by an Individual.



## Checklist for a visa application

### Business/sports/study/ cultural event

Please select your purpose of travel:

- ☐ Business
- ☐ Sports
- ☐ Study
- ☐ Cultural event

Name: \_\_\_\_\_

Nationality: \_\_\_\_\_

- > Applications should be submitted in person and the following documents must be submitted:
- > For every document, you must provide the original and one copy.
- > The documents are to be presented in (or translated to) Dutch, English, French or Spanish.

## 1. Application

1.1 A completed and signed Schengen visa application form. ☐ Yes ☐ No Remarks \_\_\_\_\_

## 2. Documents

2.1 A passport or other travel document. ☐ Yes ☐ No Remarks \_\_\_\_\_

**Please note:**

- > Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area.
- > Your passport or travel document must have at least 2 empty visa pages.
- > Your passport or travel document cannot have been issued more than 10 years ago.

> And a copy of:

2.2 The personal details page. ☐ Yes ☐ No Remarks \_\_\_\_\_

2.3 Previously issued visas and a copy of all entry/exit stamps. ☐ Yes ☐ No Remarks \_\_\_\_\_

2.4 The personal details page of any previous passport and its visas. ☐ Yes ☐ No Remarks \_\_\_\_\_

> If you are applying for a Schengen visa for a minor who will be travelling alone or with only (only 1 parent) 1 parent, please submit the following documents:

- |   |  |  |
|---|--|--|
| 2.5 An extract of the minor's birth certificate.  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 2.6 An identity document bearing the parents' signature (1 document for each parent).                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 2.7 A declaration of consent from both parents, stating that the minor can travel.                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 2.8 If relevant: a court judgement stating which parent has been allocated parental responsibility for the minor. | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 2.9 If relevant: a declaration from the minor's school consenting to his/her absence.                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |

### 3.

#### Evidence of legal residence

- |   |  |  |
|---|--|--|
| 3.1 Evidence of legal residence in the country you are applying from, e.g. a passport, visa or residence permit and a copy. Residence permit should be valid for at least 3 months after departure from Schengen. | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 3.2 Work permit (if applicable).  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |

### 4.

#### Photo

- |  |  |  |
|--|--|--|
| 4.1 A passport photo that meets Dutch passport requirements. This photo cannot have been taken more than 6 months ago and must bear a clear resemblance. | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
|--|--|--|
- > See: <https://www.rijksoverheid.nl/documenten/brochures/2014/02/11/photomatrix-guidelines-2007>

### 5.

#### Proof of travel

- |   |   |  |
|---|---|--|
| 5.1 Travel itinerary (travel reservation to and from Schengen area in your name, not a ticket)                | > Note: make travel reservations which you can cancel   |  |
|   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| 5.2 Documents proving your visit relates to business or a cultural or sporting event.                         | <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| 5.3 A hotel reservation if you are staying in a hotel.  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| 5.4 A recent invitation from the company or event you intend to visit in the Netherlands.                     | <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| 5.5 A recent document from your employer stating your job, salary and the purpose and duration of your visit. | <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
|   | > It must be clear from the above documents who is paying your travel expenses and where you will be staying during your visit.<br>> If you are self-employed, please provide your tax number, business licence and a copy of your income tax return.   |  |
| 5.6 Documents proving that you will return to your own country after your trip.                               | <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
|   | > <b>For example:</b> <ul style="list-style-type: none"> <li>• A recent declaration from your employer, an employment contract or other information proving you are employed in your country of origin.</li> <li>• A document proving you are in education or training in your country of origin.</li> <li>• A document proving your children attend school in your country of origin.</li> <li>• A document proving you have a home or other immovable property in your country of origin.</li> <li>• A document proving you are a caregiver in your country of origin.</li> </ul> |  |

## 6. Proof of health insurance

> **An official document from your insurer proving that:**

- |       |  |  |         |
|-------|--|--|---------|
| 6.1   | The insurance policy has been taken out in your name.  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Remarks |
| <hr/> |  |  |         |
| 6.2   | Your insurance is valid throughout the Schengen area and for the duration of your visit.   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Remarks |
| <hr/> |  |  |         |
| 6.3   | At least €30,000 of medical costs are reimbursed, including hospital care, emergency treatment and repatriation (including in the event of death). | <input type="checkbox"/> Yes <input type="checkbox"/> No | Remarks |
| <hr/> |  |  |         |

> *If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical cover for this trip with one that does.*

## 7. Visa

- |       |   |  |         |
|-------|---|--|---------|
| 7.1   | A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Remarks |
| <hr/> |   |  |         |

## 8. Payment

- |       |   |  |         |
|-------|---|--|---------|
| 8.1   | Payment of the visa fee at the moment of application. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Remarks |
| <hr/> |   |  |         |

I have been informed:

That I will not have my passport in my possession during the process of my visa application.

That an application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application.

That additional supporting documents may be requested from the competent authorities. In case of refusal, visa fees are not refundable.

day	month	year
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

---

Applicant Signature |

---