

DOCUMENTATION CHECKLIST UK

To process your visa, we would require the following documents: -

1. Minimum 09 Months Valid Passport **(issued for 10 years only)** from the date of departure
(Need to carry old passports if any)
If husband wife traveling together spouse name should be endorsed on the passport.
2. **03 Passport PHOTOGRAPHS REQUIRED FOR ALL THE VISAS**
 - a) Colored.
 - b) Non-digital.
 - c) Mat – finish.
 - d) Latest (not old than 03 months.)
 - e) White background w/o border.
 - f) 35 X 45 mm (normal close view; 80% of face).
3. Request letters drafted on the passenger's letterheads **(personal/official)** to the respective Consulates.
4. Latest Visa application forms duly filled & signed by Passenger.
5. Photocopies of Last Three- Years Income Tax Returns (Personal)
6. Last Six -Months Original Bank Statement (Personal).
7. 02 Copies of PAN Card (Per Person).
8. Photocopies of Fixed Deposits, Shares Certificates, Life Insurance Policies if any.
9. Photocopies of Property Papers.

If Businessmen:

- 1) Proof of Company Registration/Memorandum/ Partnership Deed.
- 2) Last Year Balance Sheet of Company.
- 3) Photocopies of Last Three -Years Income Tax Returns of Company.
- 4) Last Six- Months Original Bank Statement of Company.

If Salaried Person:

- 1) Salary Slip of Last Salary Drawn (last 03 months).
- 2) Leave Certificate & NOC from the Employer.

If Retired Person:

- 1) Proof of Retirement **OR** Pension proof.

Student: Need Letter from school/college which indicates that applicant(s) have been granted leave for entire trip duration & Identity card from school/college.