

Checklist (C-3-4) Business Visa

(Less than 90 days)

SN	Documents	Details	Checked by Applicant	Remarks
1	Passport	Original Passport (Validity : 6 months or more)		
2	Application Form	Online Filled Form from Korea Visa Portal (signed by applicant)		
3	Invitation Letter	From Korean Company		
4	Business Registration	Business Registration Certificate (Korea)		
5	Occupation Proof	Business	Company Registration Certificate	
			Business Profile Form	
		Employee	Employment Certificate	
			Salary Slips (6 Months)	
6	Income Tax Return (Explanation letter if no ITR)	Individual	Income Tax Return (2 Years)	
		Business	Personal ITR (3 Years), Company's ITR - 3 Years (Optional)	
7	Bank Statement	Personal Bank Statement (6 Months)		
8	Health Condition Report	Form available at Visa Application Centre and Online, https://www.visaforkorea-id.com/assets/pdfs/health-condition-report-form.pdf		
9	Declaration Form	Form available at Visa Application Centre and Online, https://www.visaforkorea-id.com/assets/pdfs/Declaration.pdf		
10	Additional Documents	If you wish to attach any additional documents at the end		
11		Agents : Agency Employment ID Card / Representative : Govt approved ID		

Fee Charges (INR)	Visa Fee	Single Entry	3200	
		Multiple Entry	7200	
	VFS Service Charge		1380	
	Courier Charge (If applicable)		550	

Note:- Arrange all the documents as per above sequence.