

Check List - Long Term - Trade Management (more than 90 days)

SL. No.	Documents From Applicant	YES/NO
1	Original Passport with more than 6 months' validity.	
2	Recently taken 2 passport sized colour photographs.	
3	Duly filled Online Visa application form by Applicant.	
4	Contract copy between applicant and Korean company.	
5	Contract copy between Indian company and Korean company.	
6	Dispatch / Transfer Order.	
7	Occupation Proof or Employment Proof. (Any letter issued by the company/organization should contain employers contact number and contact e-mail id)	
8	Photocopy of Income Tax Return (ITR) of last 1 year and PAN Card . (If unable to submit any of ITR or Bank Statement then a letter of explanation mentioning the reason must be submitted).	
9	Copy of recent Bank Statement of last 6 months [original or photocopy with the bank's stamp and sign by bank authority].	
10	Health Condition Form (Please refer to home page).	
11	Test Report - Original from the Designated Hospitals (Please refer to our website).	
	From Korea	
12	Invitation letter from Korea (Original invitation letter or scan copy or photocopy can be submitted).	
13	Scan copy or photocopy of Business Registration of Inviting Korean Company.	

Fees:		
Visa Fees (Normal)	Rs. 5100	
VFS Charge	Rs. 1380.	
Courier Charge	Rs. 550	

Applicant / Travel Agent / Representative

Name: