

No	Documents Required
01	<p>Travellers Details</p> <ul style="list-style-type: none"> Original Valid passport with at least 6 month validity from the date of travel along with all old passports. Photo dimensions: 35mm x 45mm on matte finish paper with white background. Face should cover 70%, non-smiling, without glasses or head covering (unless for religious or ethnic reasons), and not previously used in a visa. Electronic Visa Form to be online by applicant.
02	<p>Travel Details</p> <ul style="list-style-type: none"> Copy of confirmed Arrival and Departure tickets Copy of confirmed Hotel reservation showcasing the Hotel Address, Contact Number, Applicant's Name and Dates of Reservation for all days of travel Day to day itinerary on tour operator`s letterhead with stamp and sign.
03	<p>If Employed</p> <ul style="list-style-type: none"> Provide the following company letters on official letterhead, including the applicant's name, designation, and signature of the authorized signatory (The Visa Officer, Taipei Economic and Cultural Center, New Delhi): <ul style="list-style-type: none"> Leave Sanction letter (OR) No Objection Certificate. Payslips of last 3 months. Company Appointment Letter (if the applicant has recently switched the company). 3 years' ITR or Form 16 (Part A & Part B) is required. Personal bank statement should be for the last 6 months with the bank's sign & Closing Balance should be INR 2 Lakhs per applicant.
04	<p>If Self-employed</p> <ul style="list-style-type: none"> Cover Letter on official business letterhead including the applicant's name, designation, and signature of the authorized signatory. (The Visa Officer, Taipei Economic and Cultural Center, New Delhi) Valid proof of Business Registration Certificate, such as GST certificate, Certificate of Incorporation, Partnership Deed, MOA, etc. For Partners, LLPs, or Directors: Business ITR for the last 3 years is required along with personal ITR For Self-Employed Individuals: 3 years' Personal / Company ITR Personal bank statement should be for the last 6 months with the bank's sign & Closing Balance should be INR 2 Lakhs per applicant.
05	<p>Specific Mandates</p> <ul style="list-style-type: none"> All documents should be in English. If a document is in any other language, an official translation of the same should be submitted. Embassy or Consulate may request additional documents or personal interview with the applicant on a case-by-case basis. Applicants who use a visa issued by Japan/Korea as the required document must present the proof record of entering Japan/Korea. If married & name is not stated in passport then required marraige certificate.
06	<p>Sponsor documents</p> <ul style="list-style-type: none"> Sponsorship letter from the sponsor stating the applicants details and particulars for the trip. Employment proof of the sponsor. Bank-statement of the sponsor, Government ID proof (Passport, Driving license, PAN card) of the sponsor if the sponsor is from India (or) If the sponsor is from Switzerland, then passport/driving license copy of the sponsor.
07	<p>Minor Travelling Alone</p> <ul style="list-style-type: none"> If a minor travels alone, obtain notarised affidavit from both parents or legal guardians on INR 100 Stamp Paper.
08	<p>If Visiting for Business Purpose</p> <ul style="list-style-type: none"> Invitation letter for company on thier letter head with complete details of your trip. Bank statement of last 6 months with sign & stamp, company registration certificate & ITR of last 3 years of the company which will bare your travel expenses.

KINDLY CONSIDER THE FOLLOWING INFORMATION AS IMPORTANT BEFORE APPLYING FOR VISA:

- Visa fees & Service Charge are non refundable against any refusal or cancellation.
- Visa grant or refusal is at the sole discretion of the embassy.
- Visa processing time is decided by the Foreign Missions.



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