



New Delhi Visa Office, Embassy of Ireland Supplementary Business Application Form

**You MUST complete this form in full. If there are significant omissions your application may be returned to you WITHOUT a decision, or REFUSED for failing to supply sufficient information.
If there is insufficient space in any section please attach a separate sheet.**

Declaration			
Surname		Given Name	
Passport Number		Visa Ref. No.	
Passport expiry date *		Place of birth	
Date of Birth		Nationality	
<p>*If your passport expires within 6 months of making your visa application, you will need to apply for a new passport before making your visa application. Your passport must be valid for 6 months from the date that you intend to leave Ireland.</p> <p>I hereby apply for a business visa to visit Ireland. In signing this declaration I am undertaking that: I understand the questions and content of this form. The information I have given is true and correct. All documentation I am submitting with my application is authentic and does not contain any false or misleading information. Where any documents are not in English I have included a notarised translation.</p> <p>I understand that providing false and misleading documents or information may lead to my application being refused without the right to an appeal and I confirm I will observe the conditions of my visa (if granted). I will not attempt to enter Northern Ireland, the United Kingdom, or any other State without obtaining the necessary visas from the relevant authorities and I will leave Ireland on the expiry of my permission.</p> <p>I understand that any breach of these conditions may lead to my removal from the State.</p>			
Signed		Date	

For Office Use Only	Date received	SBAF Completed	Invitation letter from sponsor	Employment or education letter, pay slips - applicants	PCC for 1 st time traveller	travel Ins	Bank a/c - applicants	Applicant's business itinerary	Sponsor's bank a/c	Passport declaration to submit entry stamps on return	Travel date	Immigration checks

Personal, Education, Employment and Family Details

1. Personal Contact Details				
Mobile		Landline		
Drivers licence no		Voter Card no		
Your TIN No (if applicable)		Your GST No (if applicable)		
Valid Email Address				
Current Address				
2. Immediate Family Members Details (Parents, Spouse & Dependent Children)				
Full Name	Relationship	Occupation	Phone & Email Address	Permanent/current address
3. Do you have any family members living in Ireland? If yes, provide details				
Full Name	Relationship	Occupation	Phone & Email Address	GNIB No/IRP
4. Do you have family members living in any other country? If yes, provide details below				
Full Name	Relationship	Occupation	Phone & Email Address	Permanent/current address
5. If you have EVER been refused a visa for any country provide details below.				
Country	Application reference	Date and place of application	Visa Type and main refusal reason: (enclose a copy of the refusal letter)	

6. If you have EVER been refused entry to, or required to leave any country provide details below			
Country	Date	Details	
7. If you are a student - Provide details of your education and qualifications			
Name of School/College/university	Dates from/to	Qualification obtained, graduation date & Name of Education Board	Contact Details Address/Email/Tel/Website
8. If you are employed or self-employed- Provide details of your employment history			
Name of Employer	Dates from/to	Position and salary	Name & Title of contact person & their telephone/mobile number and email address
Employer's address	Employer's website	Employer's TIN No (if applicable)	Employer's GST No (if applicable)
Provide details of all your tasks and responsibilities in your current role	Duration of visit in Ireland	If you intend to be in Ireland for more than 14 days, you must provide detailed information on what you will be doing in Ireland	Have you been in Ireland before on business with your current employer, provide visa reference number and details of visit.

9. Provide details of who you intend to visit in Ireland			
Name of Host/business contact in Ireland	Host's Address in Ireland	What type of business/company/work is the sponsor mainly involved	
Mobile/Tel number	Email address	Have you submitted the invitation letter and itinerary	
Why does the host want you in Ireland?	What tasks are you expected to do while you are in Ireland	Where will you be based when you are in Ireland	
Applicant's Bank Name (As listed on your Bank Statement)	Is this an online net banking account & is it active?	Applicant's ITR Pan No & ITR E-Acknowledgement number	
Sponsor's Bank Name (As listed on your Bank Statement)if applicable	Is this an online net banking account & is it active? If applicable	Sponsor's ITR Pan No & ITR E-Acknowledgement number, if applicable	
Sponsor's occupation	Sponsor's Date of Birth	Sponsor's email address & telephone number	
10. If you are using the services of an Agent please complete here			
Company Name			
Contact Name			
Email		Landline	



New Delhi Visa Office, Embassy of Ireland

Supplementary Business Application Form Guidance

You **MUST** complete this form in full. This form will also be used by VFS if you avail of the VFS Check & Verify Service to verify your application. If there are significant omissions your application may be returned to you **WITHOUT** a decision, or **REFUSED** for failing to supply sufficient information.

If there is insufficient space in any section please attach a separate sheet.

You must submit all the relevant documentation with your application for verification purposes. The Visa Office will not contact you if there are missing documents and this may lead to a refusal if the application cannot be verified.

The 1st page must be fully completed, signed and dated by the applicant. The For Office Use Only box at the bottom of the form is to be left blank for the New Delhi Visa Office to complete.

Page 2:

- A valid mobile number must be provided for the visa office to contact you.
- Use an additional page if this is required for part 2, 3 and 4.
- You must provide full disclosure of any adverse immigration history in part 5 and 6. Failure to do so will result in your application being refused and a five year ban preventing you from making an Irish visa for five years.
- If you have a drivers licence, voter card, TIN or GST number these must be provided and a copy submitted to the Visa Office

Page 3:

- All your education details should be completed in part 7. Use an additional sheet if required.
- All your employment details need to be completed in part 8. If your employer has a TIN or GST number this must be provided on the form.

Page 4:

- Complete the sponsor details in part 9. You must provide full details in relation to what you will be doing in Ireland with an itinerary of your weekly tasks if you are remaining in Ireland for more than 14 days.
- Complete the Sponsor details if the sponsor's details are being verified by VFS Check & Verify Service.
- If you used an agent to apply for an Irish visa and submit your application, then you must provide all these details in part 10 on page 4.



Visa for Ireland - India

How to present your documents to the New Delhi Visa Office

You must tab your application from 1 to 11 in the following order (with 1 being the top document and 11 being the last document) when you are submitting your application to VFS/Consulate or the New Delhi Visa Office in order for the Visa office to be able to consider your application in an efficient manner. If it is not tabbed in the order outlined below, it may take longer to process your application.

1.	Application Summary	Avats Summary Sheet	Signed avats summary sheet
		VFS cover sheets	Signed Visa Ireland Cover sheet
		VFS Check and Verify documents	Signed C&V Forms
			C&V reports
		Supplementary application form	Fully completed
		Police Clearance Certificates	If applicable
		Immigration Documents	Previous refusal letters, immigration letters, residence cards from the applicant
2.	Host in Ireland Documents	Invitation letter from host	Any documentation relating to the visit from the host in Ireland
		Immigration Documents	Passport copy of host. Current and previous immigration letters & residence card of host if they are not an EEA citizen
		Accommodation details	If the person is going to Ireland as a tourist
3	English language test result	If applicable	Required for students and some employment visas
4.	Insurance cover	Travel insurance	For short stay applications
		Medical insurance	For long stay applications
5.	Applicant's cover letter	Applicants letter	Required for all applications
		Agent/legal letter	Signed authorised letter from applicant is required stating the applicant is using an agent or legal rep
6.	Financial documents	Required for all applicants	Financial documents from Applicant
			Financial documents from sponsor/host if the sponsor or host is providing financial support for this trip
7.	Employment Documents	Required for all applicant who are working	Employment letter, payslips, tax certs from applicant
			Employment letter, payslips, tax certs from sponsor/host if the sponsor or host is providing financial support for this trip
8.	Educational documents	Required for student and some employment applications	All educational documents from the applicant
9.	Applicant's passport	Copies of all passport pages	Current and previous passports
10.	Miscellaneous	All other documents submitted	Any other documents which do not come under any of the above headings.