



## **INCENTIVE GROUPS**

*Please find here-below the documents that a participant in an incentive trip to Spain has to submit when applying for a [Schengen visa](#) at the Consulate General of Spain in Mumbai. You may be contacted to request additional information. Please remember that you should apply for a Spanish Schengen visa if Spain is the sole or the main destination of your visit.*

*Organizers of major incentive tours are advised to make a presentation of the incentive tour at the Consulate at least four weeks ahead of the scheduled date. Kindly write to [cog.mumbai.vis@maec.es](mailto:cog.mumbai.vis@maec.es) and ask for an appointment. In your email you should mention the name of the sponsoring company, the tour operator, estimated number of travelers, their location in India and travel dates. Each participant in an incentive tour should apply for a Schengen visa at the BLS visa center closer to their place of residence. For more information on the BLS Visa Application Centers please click [here](#). When submitting an application, both a [consular](#) and a [BLS fee](#) must be paid.*

*Back to back pages are preferred. Do not staple any documents and refrain from providing documents other than those mentioned here-below. The average visa processing time in the Consulate General of Spain is 4 working days, subject to work volume.*

### **Documents issued by the sponsoring company (only one set for the whole group)**

- ☐ Cover letter signed by the Managing Director/Regional Director stating the following:
  - o Reason of the incentive trip
  - o Criteria under which participants were selected
  - o Detailed itinerary of the trip
  - o Economic coverage of the trip (complete/partial, concepts)
- ☐ A complete list of participants. If the participant is accompanied by family, please state the names and the relationship. If participants intend to stay longer than the incentive tour it should be indicated. Any change should be duly notified to the Embassy.
- ☐ Financial statement of the corporate.
- ☐ Flight bookings (roundtrip). It is advisable not to buy the air ticket until the visa has been granted.
- ☐ Hotel accommodation for the duration of the stay.
- ☐ Proof of collective travel insurance, if applicable, under the conditions stated below.

### **Documents for each applicant**

- ☐ [One application form for a Schengen](#) duly completed (full postal address, email address and telephone should not be omitted), dated and signed in blue ink by the applicant or both parents if a minor. One photograph not older than 6 months of the applicant, 35-45 mm and on a white background, should be affixed on the application form. Please see the [photo specifications](#).
- ☐ In case of minors applying alone or not with both parents, the application must include a notarized authorization letter signed by both parents. The parent who is not present at the moment of the application must submit as a proof of the signature a notarized copy of the passports or PAN cards or driving license.
- ☐ Passport of the applicant with at least two blank pages, valid for at least three months after the duration of the anticipated stay and issued in the last ten (10) years. Old passports can also be included. If there is any visa refusal in the latest 2 years, please provide the refusal notice or a written explanation about the reasons.
- ☐ One copy of the pages of the passport with biographic data (in the case of an Indian passport, at the beginning and the end).
- ☐ Official list of participants provided by the sponsoring company with the name of the applicant highlighted.
- ☐ Proof of relationship to the sponsoring company (example: salary statement for employees or transfers in bank statement, invoices, accompanied by proof of ownership of the company such as business registration certificate)
- ☐ If the applicant is not a national of India, evidence of his/her legal residence in the country (residence permit).
- ☐ Proof of residence within the [jurisdiction of the Consulate](#).
- ☐ Proof of travel insurance with a minimum coverage of 30,000 Euros to cover any expense which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment. The insurance must be valid throughout the territory of the Schengen States and during the entire period of stay. Check the list of approved Indian travel insurance companies [here](#). This requirement can be presented in a collective format.



**Evidence of economic means for each applicant**

- ☐ Original, stamped and signed bank statements of the applicant and sponsor (if any) of the last six months.
- ☐ Income tax returns (ITR-V or Form 16) for the last two years and PAN card copy of the applicant and sponsor, if applicable.
- ☐ Salary slips for last three months, if applicable.

**Average processing time at the Consulate General of Spain, Mumbai – 1 to 2 working days.**

**Note: Time varies as per case and location of the applicant.**