



## 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			
<b>Surname</b>		<b>Given Name</b>	
<b>Passport Number</b>		<b>Visa Ref. No.</b>	
<b>Passport expiry date *</b>		<b>Place of birth</b>	
<b>Date of Birth</b>		<b>Nationality</b>	
<p><b><i>*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.</i></b></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>			
<b>Signed</b>		<b>Date</b>	

For Office Use Only	Date received	SBAF Completed	Invitation letter from sponsor	Employment or education letter, pay slips - applicants	PCC for 1 <sup>st</sup> 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)	

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

<b>9. Provide details of who you intend to visit in Ireland</b>			
<b>Name of Host/business contact</b>	<b>Sponsor's Address</b>	<b>What type of business/company/work is the sponsor mainly involved</b>	
<b>Mobile/Tel number</b>	<b>Email address</b>	<b>Have you submitted the invitation letter and itinerary</b>	
<b>Why does the sponsor want you in Ireland?</b>	<b>What tasks are you expected to do while you are in Ireland</b>	<b>Have you submitted your employer's letter</b>	
<b>Where will you be based when you are in Ireland</b>	<b>Salary or monthly income – have you submitted pay slips and/or ITR</b>	<b>Amount in savings – Have you submitted 6 months of bank statements</b>	
<b>10. If you are using the services of an Agent please complete here</b>			
<b>Company Name</b>			
<b>Contact Name</b>			
<b>Email</b>		<b>Landline</b>	



## **New Delhi Visa Office, Embassy of Ireland**

# **Supplementary Business Application Form Guidance**

**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.**

**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 1<sup>st</sup> 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.**
- **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.**