



Kingdom of the Netherlands

Mr. Suresh Gatreddi  
No 32, VOC Colony,  
Annanagar  
Chennai 600102.

Consulate-General of the  
Kingdom of the Netherlands  
Forbes Building, 1st Floor,  
Charanjit Rai Marg, Fort  
Mumbai 400 001  
India  
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**Contact**

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Date November 21, 2013  
Re CGKN/OC/0216

Dear Mr. Gatreddi,

The Consulate General of The Netherlands takes pleasure in informing you, after having discussed the matter with the Department concerned of this Consulate, that your company is now a member of our Orange Carpet Visa Facility.

I request you to print the attached form on your letterhead, complete it and return it. As soon as the Consulate will have received information regarding the authorised signatories (minimum one, maximum three) of your company, your staff can apply for a multiple entry business visa with a maximum validity of up to five years for the Schengen area. Please ensure that the specimen signatures of you/your authorised staff are up to date and are forwarded to the Consulate every 6 months.

Your employees remain exempted from personal appearance. Any authorised representative of your company can submit the complete set of documents at the VFS visa application centre, located at Plot no. 25, Aurum House, 2<sup>nd</sup>. Floor, Dady Sheth Lane, Chowpatty Band Stand, Babulnath, Mumbai 400007 without prior appointment from Monday to Thursday between 09.00 and 09.30 hours.

For every application the following documents are required:

- A passport not older than ten years and valid for at least three months after the journey is completed (for e.g. three years multiple visa the passport has to be valid for at least three years and three months);
- A visa application form duly filled in and signed by the applicant;
- 1 passport size photograph;
- Fee to be paid in Indian rupees
- A recommendation letter stating the purpose of the visa signed by one of the authorised signatory(s) of your company.

Though not mandatory, should your company have an insurance policy covering all its employees (including medical expenses and emergency evacuation), the Consulate would like to receive a copy of the insurance certificate and the policy. If not, this may please be advised to your employees travelling to the Schengen



area that they should carry a Health Insurance Policy (including medical expenses and emergency evacuation) valid for the period of stay in the Schengen territory.

Please note that this facility applies only to requests in connection with business trips and not to tourist visas or temporary residence permits.

I hope that with this facility obtaining visas to The Netherlands and other Schengen countries may become easier for you and your staff.

Yours sincerely,

Arend C. Gouw  
Consul

