

VISA APPLICATION PROCEDURE AND REQUIREMENTS FOR BUSINESS / TOURIST VISAS

Applicants who have completed 90 days stay in Cyprus within the preceding 6 months may only apply after completion 3 month period outside Cyprus.

1. Applications must be submitted in person. However, for those who reside more than 200 miles or 300 km from the Consulate, application may be submitted by recorded delivery or courier service enclosing a registered self addressed 'special delivery' envelope for the safe return of passport and documents.
2. One application form with all areas of requirement to be completed with full contact details, duly signed. (or legal guardian in the case of minors) (FORM TO BE FILLED IN CAPITAL LETTERS).
3. Form for ASSUMPTION OF RESPONSIBILITY to be filled by the hosting person in Cyprus who has to send it to the Ministry of Foreign Affairs, Nicosia. Attach copy to application form and submitted to the Honorary Consulate General.
4. 2 recent passport size photographs (light background) to be attached. (TO BE GLUED / **NO STAPLE PINS PLS**).
5. Valid Passport for at least six months beyond intended stay along with one photocopy of 1st 4 pages & previous Passports (if any)
6. Visa for the return or onward country must be valid for at least three months beyond the period of intended stay.
7. Provisional Booking or itinerary issued by travel agent (Round trip ticket with fixed dates).
8. Hotel Reservation faxed by the Hotel Manager directly to the Honorary Consulate General.
9. Evidence of sufficient funds to cover the cost of intended stay in the Republic of Cyprus i.e. bank statement or travelers cheques – (credit cards only in addition to bank statements and with recent statement confirming credit limit). Please note that Cash is not acceptable proof.
10. Official letter from employer addressed to the Honorary Consulate General stating designation, wages/salary and years of service. **If self employed**, a letter from the solicitor or the bank manager of the applicant.
11. Income Tax payment receipts.
12. If visiting friends, a letter of invitation from the friends with full contact details and occupation in Cyprus.
13. Personal appearance for interview.
14. **Please note that the following may be required:** A Bank Guarantee of CYP £500 from hosting person. Original Bank Guarantee to be submitted by the host to the Ministry of Foreign Affairs in Cyprus and a copy to be attached with the application.
15. Processing Time: 2 weeks
 - Visa Processing Fees: **Not refundable**, payable in Pak. Rupees. **(Ruling exchange rate shall be conveyed at time of submission of application).**

- Cyprus £6 (single entry) payable in Pak. Rupees.
- Cyprus £6 (Airport Transit)
- Cyprus £20 (multiple entry – valid for 1 - 5 years)
- Cyprus £6 Transit visa

16. Visa Applications will be accepted **Monday to Thursday 9am to 12noon** at the following offices,

[Applicants from provinces of Sind & Baluchistan may apply to:](#)

Pakistan Cables Limited,
B-21 S.I.T.E.
Karachi
Tel: 2561170 – 75
Fax: 2564614
cypruskhi@cyber.net.pk

[Applicants from provinces of Punjab & NWFP may apply to:](#)

DM Textile Mills
Westridge Industrial Area,
Rawalpindi
Tel: +92 (0)51 5480156 / 5476910
Fax: +92 (0)51 5472755
hgcycyprus@yahoo.com

ADDITIONAL REQUIREMENTS IN CASE OF BUSINESS VISIT

1. In case of business visit, an official letter of invitation from a Cyprus Company with complete contact details (mentioning purpose of visit, meetings schedule & passport particulars of the applicant)
2. Recommendatory letter from the local Chamber of Commerce/Trade Association.
3. Valid membership certificate of the local Chamber of Commerce / Trade Association.
4. Annual Accounts / Balance Sheet of the company for the current & previous year.
5. Proof of business with Cyprus company if any (copies of LC / BL)
6. Incorporation Certificate of the company.
7. Company profile (Board of Directors, year of establishment, products range, import/export performance, number of employees etc.)
8. National Tax Number certificate.