

A business visa is a travel authorization that allows an entrepreneur or company employee to visit a foreign country temporarily for business purposes.

- Passport:** The applicant needs to submit an original Passport that was issued within 10 years. The passport must have six months of validity after the intended date of departure. The applicant's current passport must have two empty/blank pages back-to-back. Hand-written and alternation are not allowed. Clear photocopy of the front page to the last page. If the applicant used any pages before then he/she needs to submit those pages clear copy also. If the applicant has an old passport, he/she have to include that.
- Visa Application Form for United Kingdom:**
 An online visa application form must be filled with all the proper information. The form must be filled with block letters.
- Photograph:**
 Recently taken two passport-size photos (3.5mm X 4.5mm) that need to submit. Photo should be taken recently with applicant frontal-view and untouched with white background. Wearing glass is not allowed when taking photos but prescription eyewear is allowed.
- Cover Letter:** A personal letter from the applicant covering personal details, the purpose of the visit, and outlining who will be responsible for the full costs of the trip. Travel, the accommodation also needs to include. The letter should be addressed to The Visa Officer, British High Commission, Dhaka. The Visa category must be mentioned in the subject line.
- Invitation Letter from an United Kingdom Registered Company/Organization:** An original copy of an invitation letter from the United Kingdom host or invitee. Its letterhead pad states the purpose of travel, duration of stay, and other necessary details. The invitee must have a signature on the letterhead pad.
- Forwarding Letter:** A letter from the employer's office such as a NOC/LOI letter on the organization's letterhead pad stating the applicant's name, designation, passport number, applicant purpose, and assigned roles during the visit, duration of the visit, contact details, and other necessary details.
- Office ID Card:** Copies of the office id card/visiting card need to submit (3 copies).
- Incorporation Certificate:** The applicant needs an incorporation certificate if he/she is the owner or employed by the company.

- **Company Memorandum:** The applicant needs a clear scanned copy of the Company Memorandum if the applicant is the owner/managing director of the company or employed as one of the directors in the company.
- **Personal Bank Statements:** The applicant must submit his/her personal bank statement for the last six months. He/She also needs to mention the Bank's name and telephone number with an authorized bank stamp and signature.
- **Personal ITR Certificate:** Applicant must submit his/her last 3 years income tax return certificate.
- **Company Bank Statements:** Bank statements copy of the sponsoring company or party for the last 6 months mentions the Bank's name and telephone number clearly with an authorized bank stamp and signature (If the company sponsors the trip).
- **Company ITR Certificate:**
Applicant must submit the last 3 years Income Tax Return certificate of the company he/she works for. The license must be legalized by legal authorities **(If the company sponsors the trip)**.
- **Airline Ticket Itinerary:** A reserved itinerary for the applicant's airline ticket as per the schedule of the trip and return from the trip.
- **Hotel Reservation:** A reserved itinerary for the applicant's accommodation. He/She needs to mention the hotel or resort as per the schedule of the trip.