

New Zealand - New Zealand Business Visa

Visa Application Itinerary & Document Checklist

Visa Details

Destination	New Zealand
Visa name	New Zealand Business Visa
Visa type	Business
Processing time	Minimum 7-10 working days
Available entry	Single / Multiple
Apply before	60 days PERFECTION GROWTH

Required Documents

- Employer cover letter
- Host invitation letter
- Valid passport
- Two recent photos
- Company bank statements

Other Documents

- Trade registration details

Optional Documents

- Business Purpose Documents
- This is one of the most important sections for a Business Visitor Visa.
- From the Indian company
- ☐ Business/company cover letter on official letterhead
- ☐ Clearly stated purpose of the New Zealand visit
- ☐ Proposed travel dates
- ☐ Details of the New Zealand company/business being visited

- ☐ Details of meetings/negotiations/conferences
- ☐ Explanation of the business relationship
- ☐ Applicant's designation and responsibilities
- ☐ Confirmation that the applicant will return to India after the visit
- ☐ Company registration/incorporation certificate
- ☐ GST registration certificate
- ☐ Company PAN
- ☐ Company profile/brochure/website details
- ☐ Relevant business licences, if applicable
- From the New Zealand company/inviter
- ☐ Invitation letter on company letterhead
- ☐ Inviting company's full name and address
- ☐ Contact person's name and designation
- ☐ Purpose of invitation
- ☐ Proposed meeting dates
- ☐ Business relationship with the applicant/company | PERFECTION | GROWTH
- ☐ Details of activities planned in New Zealand
- ☐ Confirmation regarding who will bear expenses
- ☐ Inviting company's registration/business details, where appropriate
- INZ specifically identifies an employer letter explaining the purpose of a business trip as supporting evidence.
- Cover Letter / Business SOP
- A strong business cover letter should explain:
 - 1. Applicant's personal details
 - 2. Current employment/business
 - 3. Exact purpose of visiting New Zealand
 - 4. New Zealand company/inviter details
 - 5. Business relationship
 - 6. Dates and duration of visit
 - 7. Planned meetings/business activities
 - 8. Who is paying for the trip
 - 9. Financial capability
 - 10. Why the applicant must return to India
 - 11. Employment/business commitments in India
 - 12. Previous international travel, if relevant
- INZ's India visitor checklist also recommends a cover letter reflecting the applicant's personal circumstances, intended travel dates, reasons for the stay and travelling companions.
- Medical & Police Documents

- These are not automatically required for every short Business Visitor Visa applicant.
- INZ may require:
 - ☐ Chest X-ray
 - ☐ Medical examination
 - ☐ Police certificate
- Whether these are required depends on the applicant's circumstances and the information provided in the application. INZ can also request additional evidence after submission.
- _____
- English Translation Requirements
- Documents that are not in English generally need to be accompanied by an English translation meeting INZ's requirements.
- For example:
 - Gujarati/Hindi document → English translation + original/scanned original document
 - INZ specifically states that applicants must provide English translations of documents that are not in English.

Application Process



1. Complete Application Process — TOP TO BOTTOM | PERFECTION | GROWTH
2. Step 1 — Determine the correct visa
3. First confirm that the applicant's activities qualify as business visitor activities and that the planned stay is within the Business Visitor Visa conditions.
4. Permitted business visitor activities can include trade missions, selling or buying goods/services, and business consultations or negotiations.
5. Step 2 — Obtain the New Zealand invitation
6. Ask the New Zealand business partner/client/inviter for a proper invitation letter.
7. The letter should clearly explain who is inviting the applicant, why they are being invited, what meetings/activities are planned and when the visit will take place.
8. Step 3 — Prepare the Indian company's documents
9. Prepare the company registration, GST, PAN, company profile, business financials and employer/business-owner documents.
10. Step 4 — Prepare financial documents
11. Collect personal and/or company bank statements, ITRs, salary slips, investments and evidence showing that the applicant can financially support the trip.
12. Step 5 — Prepare travel itinerary
13. Prepare:
 14. India → New Zealand → India
 15. Include proposed dates, cities, accommodation and business meetings.
16. Step 6 — Prepare the cover letter
17. Prepare a professional Business Visitor Visa cover letter explaining the complete purpose and circumstances of the trip.
18. Step 7 — Create/login to the Immigration New Zealand account



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Website: <https://www.demo.velotrav.com>

19. Use the official Immigration New Zealand online application system to start the application.
20. Immigration New Zealand – Business Visitor Visa
21. INZ's online process requires applicants to create/log into an account, upload documents and pay the applicable fee.
22. Step 8 — Complete the online application
23. Enter:
24. Personal information
25. Passport information
26. Contact details
27. Travel dates
28. Business purpose
29. Employment/business details
30. Financial information
31. Previous travel/visa information
32. Health information
33. Character information
34. New Zealand contact/invitation details
35. Double-check every passport detail before submission.
36. Step 9 — Upload documents
37. Upload clear, readable scans of:
38. Passport
39. Photograph
40. Invitation
41. Employer/company documents
42. Financial documents
43. Travel itinerary
44. Cover letter
45. Previous travel evidence
46. Translations, where applicable
47. Medical/police documents, if required
48. Step 10 — Pay the visa fee
49. Pay the applicable fee through the online application system.
50. The official Business Visitor Visa page currently lists the cost from NZD \$341. Fees can change, so verify the amount shown at the time of submission.
51. Step 11 — Submit the application
52. Review the entire application carefully and submit it.
53. Keep:
54. ☐ Application/reference number



- 55. ☐ Payment receipt
- 56. ☐ Submitted application copy
- 57. ☐ Uploaded-document record
- 58. Step 12 — Biometrics / passport request, if applicable
- 59. Follow any instructions issued by Immigration New Zealand after submission. Do not assume that every applicant will have exactly the same post-submission requirements.
- 60. Step 13 — Wait for processing
- 61. INZ currently reports that 80% of Business Visitor Visa applications are processed within 4 days, although individual applications can take longer if additional information is required.
- 62. Step 14 — Respond to INZ if additional documents are requested
- 63. If INZ asks for:
 - 64. Additional financial evidence
 - 65. Medical examination
 - 66. Chest X-ray
 - 67. Police certificate
 - 68. Further business information
 - 69. Clarification regarding the purpose of travel
 - 70. respond within the specified timeframe.
- 71. Step 15 — Visa decision
- 72. If approved, INZ will normally issue an eVisa and email the applicant a copy.
- 73. Step 16 — Before travelling
- 74. Carry copies of important supporting documents, particularly:
 - 75. ☐ Passport
 - 76. ☐ eVisa
 - 77. ☐ Invitation letter
 - 78. ☐ Company/employer letter
 - 79. ☐ Accommodation details
 - 80. ☐ Return/onward ticket
 - 81. ☐ Business meeting details
 - 82. ☐ Proof of sufficient funds
- 83. At the border, the traveller may need to demonstrate that they have a ticket to leave New Zealand, funds to support themselves, or an acceptable arrangement for those expenses.



Processing Time

Minimum 7-10 working days

Fees



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Single entry visa (inclusive of GST)

Category	Total Cost
Adult	₹9,100/-
Child	₹9,100/-
Infant	₹4,550/-

Multiple entry visa (inclusive of GST)

Category	Total Cost
Adult	₹16,380/-
Child	₹16,380/-
Infant	₹8,190/-

Above cost is inclusive of GST. Embassy / VFS fees are separate unless stated.

Important Notes

- Important Notes for Applicants
- 1. Business purpose must be genuine.
- The application should clearly demonstrate why the applicant needs to visit New Zealand for business.
- 2. Invitation letter alone is not enough.
- The applicant should also demonstrate their own employment/business, financial position and circumstances in India.
- 3. Do not use a Business Visitor Visa for employment.
- If the actual purpose is to undertake work in New Zealand, a different visa may be required.
- 4. Keep the itinerary realistic.
- Business meetings, accommodation and travel dates should make sense together.
- 5. Explain large bank transactions.
- Unexplained recent deposits can raise questions about the source of funds.
- 6. Keep documents consistent.
- The invitation letter, cover letter, itinerary, employer letter and financial documents should tell the same story.
- 7. Translate non-English documents properly.
- INZ requires English translations where applicable.
- 8. Do not submit false or misleading documents.
- INZ states that false or misleading evidence can result in an application being declined.



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Visa issuance is the sole responsibility of the embassy or consulate. We provides consultation and filing support only; fees shown are starting prices for our services and exclude official government charges unless stated.

Why Choose Velotrav

- Corporate document consistency checks



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