

****NOC Letter Checklist for Visa Processing in Europe****

1. **Employee Details**

- Full Name
- Job Title
- Employee ID (if applicable)

2. **Company Information**

- Company Name
- Company Address
- Contact Information (Phone and Email)
- Company Registration Number

3. **Purpose of Travel**

- Clear statement of the purpose of travel
- Duration of stay
- Destination countries in Europe

4. **Employment Confirmation**

- Statement confirming employment status
- Start date of employment
- Statement regarding position held (permanent/temporary)

5. **Salary and Benefits**

- Monthly salary details
- Any additional benefits (e.g., travel allowances, accommodation)

6. **Leave Approval**

- Confirmation of approved leave dates
- Contact person in HR for verification

7. **Letter Formatting**

- Company letterhead
- Date of issuance
- Signature of authorized personnel
- Name and designation of the signer

8. **Attachments (if applicable)**

- Copy of the employee's passport
- Employment contract or agreement

9. **Notarization (if required)**

- Notarized copy of the NOC letter

10. **Submission Guidelines**

- Check visa application submission requirements
- Confirm that the NOC letter meets specific country requirements

****End of Checklist****