

# Visa Requirments

## Format of Covering letter to be printed on Company Letterhead

To,  
The Consulate General for the Federal Republic of Germany  
Mumbai / Delhi / Ahmedabad

Subject: Issuance of Visa.

### COMPANY PROFILE -

This is to inform you that ( Name & Designation ) of M/S..... will be visiting / Exhibiting in K'2025 trade fair for The Plastics and Rubber Industry scheduled from 8th to 15th October, 2025 at Dusseldorf Germany, Business Purpose. He will be departing from India around ..... returning back on .....

All traveling arrangements for the tour are made by TIBRO Tours Pvt Ltd.

My Passport details are given below:

Name as per passport : \_\_\_\_\_

Passport Number : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Place of Birth : \_\_\_\_\_

Date of Issue : \_\_\_\_\_

Date of Expiry : \_\_\_\_\_

Place of Issue : \_\_\_\_\_

Passport Type : \_\_\_\_\_

**In case of any expenses including medical expenses, during the trip, the same shall be borne by the Company.**

**Enclosed find the essential documents for Visa purposes. Kindly grant him the necessary visa and oblige.**

Thanking You  
Yours truly,  
For (company name)

Company's  
Round stamp  
Must required

Name : .....

Designation : .....

## Requirements for German Schengen Visa:

- Passports (New + Old)
- Copy of Previous visa - USA, UK and Schengen if have any valid & expired
- 3 Photo (3.5 mm X 4.5 mm, 80 % Face, Matt Finish)
- Declaration on True and Complete information
- Declaration on Travel Health Insurance
- Covering Letter
- Entry Pass / Exhibitor Stall Confirmation Payment Receipt / Invoice
- Income Tax Papers for last 3 years
- Latest 3 months' Salary Slips (Only for Employee)
- Latest Bank Statement for last 03 months with bank seal & sign ( Minimum balance 3 lakhs at least )
- Hotel voucher (care of Tibro)
- Travel Insurance (care of Tibro)
- Air Ticket
- Registration / GST
- ITR last 3 years
- Company Bank Statement for last 3 Months with bank seal & sign
- Memorandum of Articles / Partnership Deed

### Important Note:

1. Please note that personal bank statements and company statements should be not more than 5 days old from the date of appointment.

# Package Details

## INCLUSION:-

- ❖ Accommodation on Twin Sharing/Single occupancy in Standard room category
- ❖ Daily Buffet Breakfast with two Indian dish & Masala tea
- ❖ Daily Delicious Indian Dinners (Jain, Veg & Non-Veg) in the Comfort of the hotel
- ❖ Return Airport - Hotel - Airport group transfers from Dusseldorf & Frankfurt airport
- ❖ Daily Return fairground transfers with Group
- ❖ Evening Tea & Snacks in an Enclosed venue at the Rheinbad.
- ❖ Daily Happy Hour (1 Hour)
- ❖ 1 Networking evening with Local Wine and an elaborate Dinner menu at the Hotel
- ❖ Daily 2 water bottles (500ml each)
- ❖ Overseas Mediclaim (Up to 59 Years of Age) & Courier and communication charges
- ❖ Service of experienced Tibro Tour Manager throughout the tour

## EXCLUSION:-

- ❖ Airfare for Pkg-3 on FIT basis & Pkg 1&2 other than Mumbai
- ❖ Visa charges to be payable to Consulate INR 8500 + Courier INR 640 + SMS Charges INR 140 (Approx)
- ❖ Entrance fees to Fairground, Health document / RTPCR for International Travel
- ❖ Invitation Letter
- ❖ Daily Packed Lunch
- ❖ Laundry, Portage, excess baggage & expenses of a personal nature
- ❖ Any other item not mentioned in "Package Inclusions"

## MANDATORY EXTRAS APPLICABLE:

- ❖ GST: Chargeable 5% on package price
- ❖ TCS: Chargeable 20% on the Foreign Currency Component of the Package Price.
- ❖ TCS is not applicable if 2% TDS is deducted under SECTION 194/C
- ❖ Visa appointment taken only upon advance payment

**NOTE :** Increase in insurance charges.

## PAYMENT SCHEDULE

Registration Details :

Payment Schedule	Pkg-1 - 4N/5D 7-11 Oct. 2025		Pkg-2 - 4N/5D 11-15 Oct. 2025		Pkg-3 - 8N/9D 7-15 Oct. 2025	
	INR	HOTEL	INR	HOTEL	INR	HOTEL
Airlines	Lufthansa - Economy	Lufthansa - Economy	Qatar - Economy	Lufthansa - Economy	DELHI, AHMEDABAD, HYDERABAD, BANGALORE CHENNAI, KOCHI, KOLKATA	
Routing	BOM MUC DUS MUC BOM	BOM FRA BOM	BOM DOH DUS DOH BOM	BOM FRA BOM		
Group Airfare INR	₹1,17,500	₹1,04,500	₹91,900	₹72,900	TICKET ON FIT BASIS	
Registration for package products on or Before 15-07-2025 (for people travelling with AIPMA Group)	₹40,000	₹25,000	₹36,000	₹20,000	₹22,500 + FIT AIRFARE	₹50,000
Advance Payable	₹65,000		₹56,000		₹72,500 + FIT AIRFARE	
Registration for other than package products on or Before 15-07-2025	₹16,000 +	₹25,000	₹14,750 + FIT AIRFARE	₹20,000	₹22,500 + FIT AIRFARE	₹50,000
Advance Payable	₹41,000 + FIT AIRFARE		₹34,750 + FIT AIRFARE		₹72,500 + FIT AIRFARE	
Balance Payment by	1 <sup>st</sup> August					

- \* Visa charges to be paid by Delegate directly to the Consulate
- \* Balance Payment Should be made on or before 1<sup>st</sup> August 2025
- \* Euro to be paid in INR in prevailing conversion rate at the time of making final payment.
- \* All Payment to be drawn in favor of : Tibro Tours Pvt. Ltd

## CANCELLATION POLICY

	Upto 01/07/2025	Upto 01/08/2025	After 01/08/2025
Airlines	50%	75%	100%
Land Package	35%	70%	100%

### FIT cancellation as per Airline policy

Group Airfare cancellation 50%

Visa + Mediclaim - Non Refundable

## Bank Details

Beneficiary Name : Tibro Tours Pvt.Ltd  
Beneficiary A/c. No : 50200031383665  
Bank Name : HDFC Bank Ltd.  
Bank Address : Parel, Mumbai - 400 012  
IFSC : HDFC0000357

**Payment to be drawn in favor of :** Tibro Tours Pvt.Ltd

Tibro CIN No.: U7499MH2018PTC306406

Tibro GST No.: 27AAGCT6666G1ZX

# Itinerary

TRAVEL ITINERARY				
Date	Day	PKG-1 - 4 Nights / 5 Days	PKG-2 - 4 Nights / 5 Days	PKG-3 - 8 Nights / 9 Days
7 Oct	Tue	Arrive Germany	NA	Arrive Germany
8 Oct	Wed	Visit K- 2025	NA	Visit K- 2025
9 Oct	Thu	Visit K- 2025	NA	Visit K- 2025
10 Oct	Fri	Visit K- 2025	NA	Visit K- 2025
11 Oct	Sat	Depart Germany	Arrive Germany	Visit K- 2025
12 Oct	Sun	NA	Visit K- 2025	Visit K- 2025
13 Oct	Mon	NA	Visit K- 2025	Visit K- 2025
14 Oct	Tue	NA	Visit K- 2025	Visit K- 2025
15 Oct	Wed	NA	Depart Germany	Depart Germany

## H+ Hotel Bochum - 4\*\*\*\*. 48 kms to MESSE DUSSELDORF ( Approx 50 Mins Drive)

Packages	PKG-1 - 4 Nights / 5 Days 7-11 Oct. 2025	PKG-2 - 4 Nights / 5 Days 11-15 Oct. 2025	PKG-3 - 8 Nights / 9 Days 7-15 Oct. 2025
Twin Sharing	INR 16,000 + EUR 880	INR 14,750 + EUR 840	INR 22,500 + EUR 1,720
Single Occupancy	INR 16,000 + EUR 1,260	INR 14,750 + EUR 1,220	INR 22,500 + EUR 2,480

## KNOW YOUR HOTELS



### H+ HOTEL BOCHUM – 4\*\*\*\*

Address: Stadionring 22, 44791 Bochum, Germany

Phone: +49 234 925660

#### Location & Distance:

Düsseldorf Airport: 44 kms

Frankfurt Airport: 239 kms

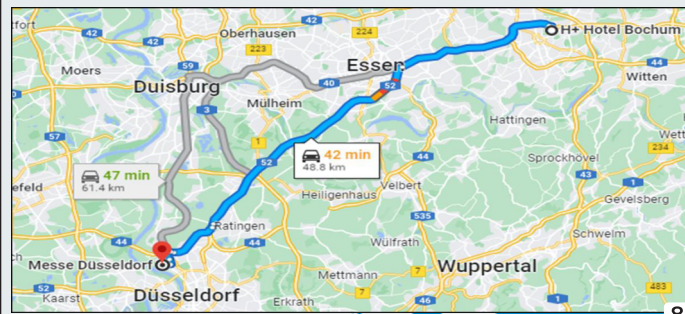
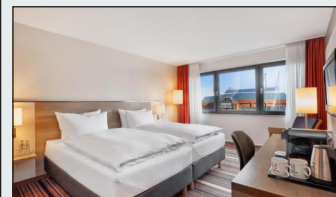
Messe Düsseldorf GmbH: 48 kms

Bochum Hbf – 2.3 kms

Nearest Train Station: Bochum St.Josef-Hospital - About 7 min walk, 600 m  
Nearest Bus/Tram Station: Bochum Planetarium - About 12 min walk, 850 m

This 4-star hotel lies in the heart of Bochum, just steps away from the Starlight Express musical hall and the RuhrCongress exhibition center. It offers free WiFi, modern rooms and an international restaurant.

All of the rooms at the H+ Hotel Bochum feature a range of modern amenities, such as air conditioning and an en suite bathroom. Diners can try tasty regional and international cuisine amid a friendly atmosphere in the H+'s charming restaurant. In the summer months, the hotel's terrace café is a great place to unwind with a cold beer. Before retiring to your room, spend some time in the H+'s relaxing sauna, or enjoy a refreshing drink at the hotel bar.



# JOIN AIPMA DELEGATION TO



The World's No. 1 Trade Fair  
for Plastics and Rubber  
**8-15 OCTOBER 2025**  
Düsseldorf, Germany  
k-online.com

## SALIENT FEATURES

- Stay in H+ Hotel Bochum - 4\*\*\*\*.
- Daily Continental Breakfast with Two Indian dishes & Masala Tea.
- Evening Tea, Coffee & Snacks at a Designated area Rheinbad.
- Evening Cocktails with Indian dinners (Veg, Jain & Non-Veg) in comfort of the hotel.
- Multiple package options - 4 nights & 8 nights.
- Departures Ex-Mumbai, other cities available on request.
- Delegation Directory for distribution at K-2025



## EXCLUSIVE PACKAGES

Packages	Pkg-1 - 4N/5D 7-11 Oct. 2025		Pkg-2 - 4N/5D 11-15 Oct. 2025		Pkg-3 - 8N/9D 7-15 Oct. 2025	
	INR	Euro	INR	Euro	INR	Euro
Twin Sharing	₹16,000	€ 880	₹14,750	€ 840	₹22,500	€ 1,720
Single Occupancy	₹16,000	€ 1,260	₹14,750	€ 1,220	₹22,500	€ 2,480
Airlines	Lufthansa - Economy	Lufthansa - Economy	Qatar - Economy	Lufthansa - Economy	DELHI, AHMEDABAD, HYDERABAD, BANGALORE CHENNAI, KOCHI, KOLKATA	
Routing	BOM MUC DUS MUC BOM	BOM FRA BOM	BOM DOH DUS DOH BOM	BOM FRA BOM		
Airfare INR	₹1,17,500	₹1,04,500	₹91,900	₹72,900	TICKET ON FIT BASIS	
Total Package		Pkg-1 - 4N/5D With Airfare	Pkg-2 - 4N/5D With Airfare	Pkg-3 - 8N/9D Without Airfare		
Twin Occupancy	INR	₹1,33,500	₹1,20,500	₹1,06,650	₹22,500	
	Euro	€ 880	€ 880	€ 840		
Single Occupancy	INR	₹1,33,500	₹1,20,500	₹1,06,650	₹22,500	
	Euro	€ 1,260	€ 1,260	€ 1,220		

- GST: Chargeable 5% on package price.
- TCS: Chargeable 20% on the Foreign Currency Component of the Package Price.
- TCS is not applicable if 2% TDS is deducted under SECTION 194/C.
- Visa appointment taken only upon advance payment.
- Euro component to be paid in INR at prevailing conversion rate at the time of making final payment.
- Euro as per the latest RBI reference rate + 1% as on the date of final Payment.

## Limited Seats, Booking on First Come First Serve Basis

Airlines

Lufthansa

QATAR

AIRWAYS

القطرية

H+Hotel

Bochum

AIPMA CONTACT DETAILS:

HEAD OFFICE

MUMBAI

Mr. Ahmed Merchant

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soumyadeep@aipma.net

pinkal@aipma.net

### TOUR ORGANIZER

Mr. Calvin Pereira +91 93723 67772 calvin.pereira@tibro.in

Tibro



### DELEGATION ORGANISER:

THE ALL INDIA PLASTICS MANUFACTURERS' ASSOCIATION

AIPMA House, A-52, Road No.1, M.I.D.C., Andheri (E), Mumbai - 400 093

Tel.: +91 22 6777 8899 (30 Lines) Direct Ext.: 827 / 861 Website : www.aipma.net



The All India Plastics Manufacturers' Association (AIPMA) is established in 1945 is the oldest and largest apex body to promote development and growth of Indian Plastics Industry. Membership includes all categories of plastics industry from 175 cities nationwide. 53 Regional Plastic Associations are affiliated to AIPMA, making member base as 2,500 direct and over 20,000 indirect members.

AIPMA also has strong Government Advocacy and representations primarily with Department of Chemicals & Petro-Chemicals, Ministry of Chemicals & Fertilizers (DCPC), Ministry of Environment, Forest and Climate Change (MoEF&CC) and various other Departments to address Environmental issues, Plastic Ban, Image Building of Plastics, Recycling and Waste Management etc., in India.

AIPMA promotes Plastic Parks to develop Plastic Clusters in over 9 states in India for Development & Growth of Plastic Industry.

Job Fairs are held regularly jointly with Technical Institutes to address employment issues. Seminars, Conferences, Workshops and Training Programmes are held with meaningful topics related to the industry.

Business Delegations to prominent Plastics Exhibitions such as Chinaplas, K, Koplas, Taipei, NPE, Milan etc., are organized to provide business networking to members and also organize B2B meetings.

Monthly Plastics News and Environmental Bulletins are published to keep the industry abreast with latest developments related to Plastics, Environment and Business Trends across the Globe.

To promote Exports, Directorate General of Foreign Trade, Government of India has allowed AIPMA to issue Certificate of Origin to exporters of India.

AIPMA organizes World Class Exhibitions of Plastics such as 13th Edition of PLASTIVISION INDIA 2027 is scheduled from 21st to 25th January, 2027 at NSE Grounds, Mumbai. The 2nd Global Conclave on Plastic Recycling and Sustainability (GCPRS), is scheduled from 17th – 20th June, 2025 in Pragati Maidan, New Delhi. 2nd Exhibition of AIPMA, i.e. Plastiworld 2025 is scheduled from 4th – 6th November, 2025 in Jio Exhibition Ground, Mumbai to promote Exports of Plastic Finished Goods from India.

AIPMA's AMTEC - ARVIND MEHTA TECHNOLOGY AND ENTREPRENEURSHIP CENTRE, MUMBAI - AIPMA with a goal to bring best - practices and new improved technology to Indian Plastics Industry was launched on 16th February, 2021 to set up 'Centre of Excellence for Plastics Product Innovation and Application' with a vision to promote high quality knowledge and industrial services such as Reverse Engineering, Tool, Mould, Product Design, CAM, 3D Printing, Plastics Packaging, Hot Runner Systems, Waste Management & Sorting Automation and Recycling Course with Management Programmes for rapid growth of the plastics and its applications. The objective of these 'Upskilling Courses' is to make the Plastic Industry aware of the need for training and where AIPMA's AMTEC can work as the catalyst to help upskill the Industry Manpower. This in turn would not only help MSME's in reducing overall time to design, develop and rapid roll out of products to increase speed to global market and also to graduate from Micro to Small, Small to Medium and Medium to Large Enterprises in increasing its global market share in coming years. AIPMA's AMTEC not only conduct upskilling but also provide placements to address employment issues.

Kindly visit [www.aipma.net](http://www.aipma.net) for in depth information about the Association and Business Oriented Advertisement slots provided at the Website with ever increasing Visitors, paying online Marketing of Products & Services.

## K-2025 DELEGATION COMMITTEE

**MR. MAYUR K. SHAH**  
Chairman

**MR. MUKESH J SHAH**  
Co-Chairman

**MR. AJAY U. DESAI**  
Advisor - International Delegation

## OFFICE BEARERS

**MR. MANOJ R. SHAH**  
President

**MR. ANIL REDDY VENNAM**  
Senior Vice President

**MR. BIPIN DESAI**  
Vice President - West

**MR. Y. V. RAMAN**  
Vice President - South

**MR. SUNIL SHAH**  
Vice President - Finance

**MR. SUNIL MONGA**  
Vice President - North

**MR. ASHOK AGARWAL**  
Vice President - East

## ABOUT K SHOW

K is the leading global trade fair for the plastics and rubber industry, attracting professionals from diverse sectors like manufacturing, engineering, automotive, electronics, medical technology, packaging, and construction. Participants worldwide gather to discover the latest innovations and establish valuable connections. The K 2022 fair surpassed expectations, setting new industry standards with its wide array of innovations and cutting-edge technologies, drawing 176,000 visitors to Düsseldorf. K 2025 will showcase topics like machinery, equipment, plastics processing, recycling, raw materials, IT services, and consulting, with companies presenting their latest products and services to shape the future of the industry.

## MAIN PRODUCT GROUPS AT K 2025

- Raw Materials & Auxiliaries
- Plastics Products & Processing
- Machinery & Equipment for the plastics & rubber industries
- Services for the Plastic & Rubber industries

## VISITOR TARGET GROUPS

- Plastic product manufacturing
- Chemical industry
- Rubber manufacturing / processing
- Machinery construction
- Packaging / distribution
- Vehicle construction / aerospace
- Electronics / electro technology
- Construction / building and living
- Medical technology / precision engineering / optics
- ICT & Energy technology / photovoltaics
- Agriculture
- Sports / leisure
- Other industries - Trade, services, Universities, technical colleges

## FACTS AND FIGURES

**Exhibition Name:** K 2025

**Cycle:** Every 3 years

**Organizer**  
Messe Düsseldorf GmbH  
Messeplatz  
40474 Düsseldorf  
Tel: +49 211 4560-01  
Fax: +49 211 4560-668  
Web : [www.messe-duesseldorf.de](http://www.messe-duesseldorf.de)

**Venue:**  
Messe Düsseldorf GmbH

**Entrances:**  
North, East, South

**Date of trade show**  
8 - 15 October 2025

**Opening Timing**  
Daily: 10:00 a.m. - 06:30 p.m.



## FLIGHT DETAILS

### PACKAGE - 1

#### EX MUMBAI - LUFTHANSA - ECONOMY - 4 NIGHTS

DATE	SECTOR	FLT. NO.	DEP.	ARR.
07 OCT'25	BOM - MUC	767	0130 HRS	0615 HRS
07 OCT'25	MUC - DUS	2006	0815 HRS	0925 HRS
11 OCT'25	DUS - MUC	2035	0730 HRS	0840 HRS
11 OCT'25	MUC - BOM	766	1230 HRS	2350 HRS

#### EX MUMBAI - LUFTHANSA - ECONOMY - 4 NIGHTS

DATE	SECTOR	FLT. NO.	DEP.	ARR.
7 OCT'25	BOM - FRA	757	0240 HRS	0805 HRS
11 OCT'25	FRA - BOM	756	1310 HRS	0105* HRS

\*Arrives Next Day

### PACKAGE - 2

#### EX MUMBAI - QATAR AIRWAYS - ECONOMY - 4 NIGHTS

DATE	SECTOR	FLT. NO.	DEP.	ARR.
11 OCT'25	BOM - DOH	557	0410 HRS	0510 HRS
11 OCT'25	DOH - DUS	85	0825 HRS	1355 HRS
15 OCT'25	DUS - DOH	86	1525 HRS	2225 HRS
16 OCT'25	DOH - BOM	4784	0200 HRS	0805 HRS

#### EX MUMBAI - LUFTHANSA - ECONOMY - 4 NIGHTS

DATE	SECTOR	FLT. NO.	DEP.	ARR.
11 OCT'25	BOM - FRA	757	0240 HRS	0805 HRS
15 OCT'25	FRA - BOM	756	1310 HRS	0105* HRS

\*Arrives Next Day



## AIPMA Delegation to K-2025 International Exhibition

1. Name of the Organisation : \_\_\_\_\_

2. Address : \_\_\_\_\_

3. Telephone No : \_\_\_\_\_

4. Mobile \_\_\_\_\_

5. Email: \_\_\_\_\_

6. Nature of Business: \_\_\_\_\_

7. PAN No. \_\_\_\_\_

8. GST No : \_\_\_\_\_

9. Details of Delegates :

Name	Passport No.	Date of Issue	Date of Expiry	Insurance	Nights

10. Room Category: Twin Sharing ☐ Single ☐

11. Member of AIPMA : Yes ☐ No ☐

12. Package Preference : Phase ☐ Nights ☐

13. Meal Indian : Veg ☐ Jain ☐ Non-Veg ☐

14. Insurance: (a) Yes ☐ No ☐

(b) Date of Birth: \_\_\_\_\_

15. Port of Departure: Mumbai ☐ Delhi ☐ Ahmedabad ☐

Hyderabad ☐ Bangalore ☐ Kochi ☐

16. Payment by Cheque / Draft No./ UTR NO : \_\_\_\_\_

Date \_\_\_\_\_ Bank \_\_\_\_\_

Br. \_\_\_\_\_ Amount Rs. \_\_\_\_\_