

## 13. Useful Information for Business Travelers

### **i) Visa requirements:**

It would be advisable to plan for business visa well in advance as Embassies have their own processing time. Kindly note that the applications should be complete in all respects including the required documentation for smooth facilitation of visa by the Embassy.

#### **Business visa - India**

Visiting hours: 0930 – 1200 hrs. (Monday to Friday, except holidays)

#### **Requirements:**

- Application form duly filled in and signed by applicant.  
Form can be downloaded from Embassy website [www.india.cz](http://www.india.cz)
- Recent passport size photo pasted on form.
- Request letter from Czech company
- Invitation letter from Indian company.

#### **Business visa fee**

For Czech nationals: CZK 3800

For other nationals: visit our website for details

**Note:** Fee needs to be paid in cash and is non refundable.

#### **Processing time**

Normally three working days for Czech nationals.

For nationals other than Czech, it could take up to five working days.

#### **Business visa- Czech**

Visiting hours: 0900-1100 hrs (Mon-Thu)

#### **Requirements:**

- Original Visa Application form duly filled in and signed. Forms cannot be downloaded from website.
- Photo glued on form.
- Passport
- Request letter from Indian company
- Invitation letter from Czech company
- Copy of air ticket
- Medical Insurance

Besides the above, the visa officer may also ask for documents such as confirmation of accommodation or documents for sufficient funds for living expenses in the Czech Republic.

**Visa fee:** Euro 60 (sixty) for 3 months, single/multiple entries, short time visa.

**Processing time:** Five days.

Kindly check Embassy's website [www.mzv.cz/newdelhi](http://www.mzv.cz/newdelhi) for more information and latest updates.

## ii) **Documentation**

- Copies of your passport/visas in case of theft or loss of passport. (Embassies normally ask for identification papers.)
- Additional Photographs
- Business cards and official letterheads/stamps of company
- Company Brochure- Information about the company and its products should be easy to read and compact. Indian companies could consider translation in Czech, though English is increasingly spoken and understood as a business language.

## iii) **Flight Information**

- Presently there is no direct flight from India or the Czech Republic. The usual mode of travel is through Frankfurt, Vienna, Paris, London or Zurich. Daily connections are available.
- Popular airlines are Air India/Czech airlines (CSA)/ Lufthansa/Swiss Air/Austrian Air.
- Domestic Travel: Indian Airlines, Sahara and Jet Airways operate daily flights to major cities in India. CSA operates in the Czech Republic.

## **Contact address of some Travel Agents in India**

- Sita World Travel-4, Malcha Marg Shopping Centre, Diplomatic Enclave, New Delhi-21. Tel: 26111122. Email:info@sitaincoming.com
- Mercury Travels Ltd- Jeevan Tara Bldg, Parliament St. Tel: 23362008
- Cox & Kings- Indra Place, H-Block, Connaught Circus. Tel: 23738811

## **Contact address of some Travel Agents in Czech**

- Asiana Global Travel Service-Terronska,68, Praha-6. Tel:233081111  
Website:www.asiana.cz
- Cedok-Na Prikope 18, Praha-1. Tel: 224197111. Website:www.cedok.cz
- Air Travel Service-Bubenecska 13, Praha-6. Tel:224316777.  
Website:airtravelservice.cz

## iv) **Climate:**

**India:** India has three major seasons; winter, summer and monsoon. The winter months (Nov to Feb) have bright, sunny days and are pleasant throughout India though Northern India could see temperatures dip at 3-4 degrees (minimum). The summer months (April-June) are hot in most parts of India with temperatures reaching about 40-45 degrees (maximum) and the monsoons (end June-Oct) could see heavy rainfall accompanied by high levels of humidity.

**Czech Republic:** The Czech Republic weather tends to be fairly variable in different regions as it is located on the borderline of two great climatic regimes, the Oceanic and the Continental. Normal spring/summer temperature (June-Sept) ranges from 23 degrees to 30 degrees and autumn/winter (Oct-May) between –11 and 10 degrees.

**Clothing :**

**In India:** Except for winters in northern India where you would require woollens or a jacket, preferred clothes wear would be light cottons. However, for formal business occasions it would be preferable to wear business suits.

**In Czech Republic:** An overcoat is necessary not just in winter but also in early spring and autumn. In summers, temperatures do fluctuate and it would be advisable to carry a light jacket just in case. Also advisable to check out the temperature forecasts, which are generally reliable.

v) **Time Difference:** Czech time is 4½ hours and 3½ hours behind IST in winter and summer respectively. The summer time starts on the last Sunday of March and ends on last Sunday of October.

**International Dialing code:** 0091(India) and 00420 (Czech Republic)

vi) **Customs and Currency**

**India:** Two channels for customs clearance, the Red and Green channels exist at major international airports. Duty free items include personal effects but not commercial merchandise. Expensive electronic equipment must be declared in customs on arrival and checked out on departure.

Any cash or travellers cheque over US\$ 10,000 or equivalent must be declared. Possession of narcotics is strictly prohibited.

**Czech:** Goods, which are not of commercial character, can be imported provided their value does not exceed Kc 6000/- & Kc 3000/- per traveller aged over 15 and under 15 respectively. A traveller is also obliged to declare at the Customs if he has Czech or foreign currencies exceeding Kc 3,50,000/-. Limits for tobacco and alcoholic beverages exist. For more details and update, kindly see the customs website [www.cs.mfcr.cz](http://www.cs.mfcr.cz)

**Banking facilities:** Banking facilities are well established both in India and the Czech Republic with major international banks operating. Facilities of currency exchange are available and all major credit cards are accepted in hotels/ shops. ATM facilities dispensing local currency are available.

**Some well-known name of Banks:**

**In India:**

State Bank of India

[www.statebankofindia.com](http://www.statebankofindia.com)

CITIBANK INDIA

[www.online.citibank.co.in](http://www.online.citibank.co.in)

Housing Development Finance Corporation (HDFC)

[www.hdfcbank.com](http://www.hdfcbank.com)

HSBC

[www.hsbc.co.in](http://www.hsbc.co.in)

Bank of Baroda  
[www.bankofbaroda.com](http://www.bankofbaroda.com)

Canara Bank  
[www.canbankindia.com](http://www.canbankindia.com)

Punjab National Bank  
[www.pnbindia.com](http://www.pnbindia.com)

Syndicate Bank  
[www.syndicatebank.com](http://www.syndicatebank.com)

**In the Czech Republic:**

CESKOSLOVENSKA OBCHODNI BANKA (CSOB)  
<http://www.csob.cz>

KOMERCNI BANKA, a.s. (KB)  
<http://www.koba.cz>

CESKA SPORITELNA, a.s.  
[www.csas.cz](http://www.csas.cz)

CITIBANK a.s.  
<http://www.citibank.cz>

COMMERZBANK ag, Praha  
[www.commerzbank.cz](http://www.commerzbank.cz)

DRESDNER BANK CZ a.s.  
[www.dresdner-bank.cz](http://www.dresdner-bank.cz)

HVB BANK CZECH REPUBLIC  
[www.ba-ca.cz](http://www.ba-ca.cz)

RAIFFAISENBANK  
[www.rb.cz](http://www.rb.cz)

**vii) Hotel Accommodation**

**India**

- All categories of Hotel Accommodation ranging from deluxe five star to three star are available in all major cities.
- Most of the five star hotels have facilities for businessmen like conference services; business centers and currency exchange facilities.
- Peak tourist season is from Oct to March and it would be advisable to make advance reservations through your travel agent.

**Hotels**

**Delhi:**

- Welcomgroup Maurya Sheraton Hotel & Towers, Diplomatic Enclave, Sardar Patel

- Marg. Tel: +(91-11)26112233 Fax: +(91-11)26113333,  
Email: [guest@cyber-club.com](mailto:guest@cyber-club.com), Web: [www.welcomgroup.com](http://www.welcomgroup.com)
- The Oberoi, Dr. Zakir Hussain Marg.  
Tel: +(91-11)24363030, Fax: +(91-11)24360484,  
Email: [reservations@oberoidel.com](mailto:reservations@oberoidel.com), Web: [www.oberoihotels.com](http://www.oberoihotels.com).
  - Hyatt Regency Delhi: Bhikaji Cama Place,  
Tel: +(91-11) 26791234, Fax: +(91-11)26791122,  
Email: [hyatt@del2.vsnl.net.in](mailto:hyatt@del2.vsnl.net.in) Web: [www.hyatt.com](http://www.hyatt.com).
  - Taj Palace, Sardar Patel Marg,  
Tel: +(91-11)26110202, Fax: +(91-11)26110808,  
Email: [palace.delhi@tajhotels.com](mailto:palace.delhi@tajhotels.com), Web: [www.tajhotels.com](http://www.tajhotels.com)
  - TajMahal, 1 Mansingh Road,  
Tel: +(91-11)23026162, Fax: +(91-11)23026070,  
Email: [mahal.delhi@tajhotel.com](mailto:mahal.delhi@tajhotel.com), Web: [www.tajhotels.com](http://www.tajhotels.com).
  - Intercontinental New Delhi, Barakhamba Avenue, Connaught Place,  
Tel: +(91-11)23411001, Fax: +(91-11)23412233,  
Email: [newdelhi@interconti.com](mailto:newdelhi@interconti.com), Web: [www.intercontinental.com](http://www.intercontinental.com).
  - The Park, 15 Parliament Street, Tel: +(91-11)23732477
  - Ashok, 50B Chanakyapuri, Tel: +(91-11)26110101,  
Email: [reservation@theashokgroup.com](mailto:reservation@theashokgroup.com), Web: [www.theashokgroup.com](http://www.theashokgroup.com).
  - Kanishka, 19 Ashok Road, Tel: +(91-11)23344422, Fax: +(91-11)23368242.

#### **Mumbai:**

- TajMahal, Apollo Bunder, Colaba.  
Tel: +(91-22)56653366, Fax: +(91-22)56650323/24  
Email: [tmhresv.bom@tajhotels.com](mailto:tmhresv.bom@tajhotels.com), Web: [www.tajhotels.com](http://www.tajhotels.com).
- The Oberoi Towers, Nariman Point,  
Tel: +(91-22)56324343, Fax: +(91-22)56324142  
Email: [reservations@oberoi-Mumbai.com](mailto:reservations@oberoi-Mumbai.com),
- The Leela Kempinski, Sahar,  
Tel: +(91-22)8363636, Fax: +(91-22)8363770
- Ramada Palm Grove, Juhu Beach,  
Tel: +(91-22)6112323 & 6110550
- YMCA International guest house, Madame Cama Road, Cooperage  
Tel: +(91-22)2025053

#### **Chennai:**

- Le Royal Meridien, 1GST Rd, St. Thomas Mount, Tel: +(91-44)22314343,  
Email: [Reservation@royalalmeridien-chennai.com](mailto:Reservation@royalalmeridien-chennai.com), Web: [www.lemeridien.com](http://www.lemeridien.com)
- Taj Coromandel, 17 M.G. Road, High Road,  
Tel: +(91-44)28272827, Fax: +(91-44)28257104  
Email: [coromandel.Chennai@tajhotels.com](mailto:coromandel.Chennai@tajhotels.com), Web: [www.tajhotels.com](http://www.tajhotels.com).
- Welcomgroup Park Sheraton & Towers, TTK Road.  
Tel: +(91-44)24994101, Fax: +(91-44)24997101 & 24997201,  
Email: [park@welcomgroup.com](mailto:park@welcomgroup.com), Web: [www.welcomgroup.com](http://www.welcomgroup.com).
- The Trident, 1/24, GST Road,  
Tel: +(91-44)22344747, Email: [club@bol.net.in](mailto:club@bol.net.in).

#### **Kolkata:**

- Oberoi Grand, 15, J.L. Nehru Road,  
Tel: +(91-33)22492323, Fax: +(91-33)22491217  
Email: [reservation@oberoi-cal.com](mailto:reservation@oberoi-cal.com).
- Taj Bengal, 34-B, Belvedere Road, Alipore,  
Tel: +(91-33)22233939, Fax: +(91-33)22231766/8805,

Email: [Bengal.calcutta@tajhotel.com](mailto:Bengal.calcutta@tajhotel.com), Web: [www.tajhotels.com](http://www.tajhotels.com).

- The Park, 17, Park Street,  
Tel: +(91-33)22493121, Email: [resv.cal@theparkhotels.com](mailto:resv.cal@theparkhotels.com).

#### **Bangalore:**

- The Taj Westend, Race Course Road,  
Tel: +(91-80)2255055 Fax: +(91-80)2200010,  
Email: [westend.bangalore@tajhotels.com](mailto:westend.bangalore@tajhotels.com), Web: [www.tajhotels.com](http://www.tajhotels.com).
- The Oberoi, 37-39, M.G. Road,  
Tel: +(91-80)5585858, Fax: +(91-80)5585960,  
Email: [unitresvn@oberoiblr.com](mailto:unitresvn@oberoiblr.com).
- Welcomgroup Windsor Manor Sheraton & Towers, 25, Sankey Road.  
Tel: +(91-80)2269898, Fax: +(91-80)2264941,  
Email: [Windsor@welcomgroup.com](mailto:Windsor@welcomgroup.com).
- Le Meridien, 28, Sankey Road,  
Tel: +(91-80)2262233, Fax: +(91-80)2262050,  
Email: [leme@vsnl.com](mailto:leme@vsnl.com), Web: [www.lemeridien.com](http://www.lemeridien.com).

#### **Hotels:**

#### **Prague:**

- Four Seasons Hotel, Veleslavinova 2a/1098, Praha 1.  
Email: [prg.reservations@fourseasons.com](mailto:prg.reservations@fourseasons.com).
- Intercontinental Praha, Nam. Curieovych 43/5, Praha-5. Email:  
[Prague@interconti.com](mailto:Prague@interconti.com)
- Hotel Diplomat, Evropska 15, Praha-6. Email: [diphoprg@gts.cz](mailto:diphoprg@gts.cz)
- Hotel Crowne Plaza, Koulova 15, Praha-6. Email: [reserv@crowneplaza.cz](mailto:reserv@crowneplaza.cz)

#### **Brno:**

- Hotel Voronez [www.voronez.cz](http://www.voronez.cz)
- Hotel Parkhotel [www.parkhotel.cz](http://www.parkhotel.cz)
- Hotel Holiday Inn Brno. [www.holiday-inn-brno.cz](http://www.holiday-inn-brno.cz)

#### **Some Indian Restaurants in Prague**

Haveli, Dejvicka 6, Praha-6. Tel: 233344800-03

Rasoi, Dlouha 13, Praha-1. Tel: 222324040

#### **viii) Transportation:**

##### **India**

**By Air-** For business travellers, air travel is quickest and convenient way in view of the large size of the country. Most important cities are connected through air. Indian Airlines, Sahara and Jet Airways are the three major domestic airliners. Stiff competition among them have resulted in competitive offers and in some cases the rates are almost equal to first class a/c travel in Railways.

**By Rail:** Indian Railways is one of the major networks in the world. Most of India is connected through rail. Rates are reasonable and the introduction of super fast trains between major cities has seen reduction in travelling time.

**By Road:** Travel by road by bus or car is preferable when the distance to be covered is short.

**Transportation within the cities:** For the business traveller, it would be preferable to hire a car from one of the travel agencies through your host company. Metered Taxis and auto rickshaws are also available in all cities. For traveling from airport, pre-paid taxis are available from airport in some cities.

### **Czech Republic**

Prague has a well-integrated transport system comprising of metro, tram and buses. In cities other than Prague, only tram and buses are available. The transport system is efficient and not very expensive. Tickets are available from the yellow boxes in metro stations/airport. It is also available in hotel/newspaper Kiosks. The tickets, which have a time limit, can be used in metros/trams and buses. It is also possible to buy a weekly or 15 day ticket. All tickets need to be validated when you use the transport. More information can be obtained from their website [www.dp-praha.cz](http://www.dp-praha.cz).

**Transport from Airport to city:** It is possible to hire an airport taxi from the Airport (Letiste Ruzyne) which is at a distance of about 12 miles from the city. This is slightly expensive (about Euro 16) than hiring a taxi on phone. (See car rentals). Shuttle pool service is also available. The cheapest way to travel is by bus 119 available from outside the airport, which drops you at Dejvicka (Green line Metro). By using the Green line metro, you can reach the center of the city.

### **Some reputable taxi firms:**

AAA- Tel 233113311/14014

Halotaxi -244114411

Profitaxi- 14035

All above taxis can be hired on phone. Please insist on getting a receipt. Taxis can be hired from streets, but are often not reliable.

### **Car rentals (for short term use):**

Avis-[www.avis.cz](http://www.avis.cz)

Budget-[www.budget.cz](http://www.budget.cz)

Czechocar-[www.czechocar.cz](http://www.czechocar.cz)

**Transportation outside Prague:** Links to other cities are available through trains, buses and to some cities by air (Brno, Ostrava and Karlovy Vary). Prague has two international train stations-Hlavni Nadrazi and Nadrazi Holesovice. Buses normally cover the distance faster than trains. Train times can be ascertained from [www.cdtrain.cz](http://www.cdtrain.cz)

### ix) **Business environment and etiquettes**

**Business Hours:** Usual working hours in India are between 0900-1700 hrs with Saturdays and Sundays as closed holidays. It would be also useful to check out festival and local holidays.

Czech working hours start a bit early from 0800 hrs till 1600 hrs with Saturdays and Sundays as closed holidays.

**Dress code:** Business suits are considered appropriate for meetings in both India and the Czech Republic though light safari suits are sometimes worn in India during hot summer months.

**Prior Appointments:** Appointments need to be fixed in advance, more so in the Czech Republic. Impromptu meetings could be avoided. Avoid fixing meetings in the Czech

Republic on Friday afternoons in summer as Czechs leave early for their country houses.

**Nature of People:** While Indians are warm and hospitable, Czechs tend to be more reserved and formal. Czech's serious demeanour is considered as a sign of respect to the visitor and the seriousness of the business transaction. Indians on the other hand have a friendly disposition and often open the conversation with personal enquiries about well being of families to ease business discussions. Most Czechs take lot of time to establish a good rapport and once this is achieved, the accent is towards building a long-term business relationship. Czechs are also conservative in their approach to business dealings and often take time to enquire about your company, its standing and products.

**Punctuality:** It is the norm in Europe. Be sure to call if you are running late for an appointment.

**Greeting:** In Czech Republic, a firm handshake including for women is considered appropriate. In India, it is not customary to shake hands with women unless she offers her hand. A "namaste" (both hands folded in front of you) would be more appropriate. First names are generally not used unless a sufficient rapport is established.

**Gifts:** Ethnic gifts could be considered, as it is an accepted practice in both India and the Czech Republic.

**Note:** Business travellers are advised to keep in touch with their respective Embassies. A call on the Commercial officer will not only help you in ascertaining the latest business scenario but also help us in promoting bilateral trade and updating the database. While appreciating the confidentiality of business transactions, a general feedback of the visit could be given to the Embassy.