

According to Schengen regulation (Handbook of Visa Code) article 7.10 it is the applicant who needs to submit the necessary documents to be granted a visa and the Embassy does not need to make further investigation into an application if the documentation is not sufficient. Failure to submit the required documents will lead to a refusal of the application. **All supporting documents have to be in A4 size paper.**

	Business Visa Application	Yes	No	Original returned to applicant/date	Note
1	I acknowledge the visa regulations.				
2	Completed and signed application form no. 119031, 'Application for Schengen Visa'.				
3	Passport with at least two blank pages, valid for at least 3 months after leaving the Schengen territory.				
4	All previous passports. (photocopy of biopage and of all Schengen visas)				
5	One passport size color photograph (35 mm x 45 mm) full faces, light background, no older than six months.				
6	Cover letter from the applicant, explaining in details the purpose of the visit, addressed to the Embassy of Sweden.				
7	Letter from present employer/owner, stating purpose of the visit.				
8	Original bank statement for the last six months, both company and personal (original and photocopy).				
9	Documents showing establishment in Bangladesh, (e.g. financial documents, partnerships, ownership of real estates, marriage certificate, birth certificate of children) (encircle which and/or write others)				
10	Health and Travel Insurance for Schengen (Original & Photocopy).				
11	Proof of accommodation or hotel reservation/s at destination/s.				
12	A copy of booking/s for travel (flight, train, boat etc) for the entire period of travel.				
13	Travel programme, draft programme of a tour, when appropriate				
14	Personalized invitation letter from the company in the Member state.				
15	Proof of the existence of trade relationship (e.g. contracts, payment of invoices, list of orders)				
16	Documents proving the business activities of the company; Examples: Annual business register, extract of commerce register, annual report.				
17	Documents proving the applicant's employment status in the company; Work contract, letter with employer accepting leave from work etc				
18	Documents proving payment of entrance to exhibitions, fairs etc, when appropriate.				

Note: Please note that you might be called for an Interview if desired by The Embassy of Sweden, Dhaka.

REMARKS:

Applicant:

Signature/date:

VFS Staff Name:

Signature/date: