

VFS SINGAPORE - CROATIA

Document Checklist - to be submitted with the application
BUSINESS VISIT / COMMERCIAL FAIR / CONGRESS

Please indicate submitted documentation by <input checked="" type="checkbox"/> . Submit the Document Checklist together with your application and supporting documentation in the following order to the Visa Application Centre or Embassy.	Yes	No
1. Applicant applied in person	<input type="checkbox"/>	<input type="checkbox"/>
2. Schengen Visa Application Form duly completed and signed	<input type="checkbox"/>	<input type="checkbox"/>
3. Travel document: issued in the last 10 years, 2 empty pages, expiry date exceeding requested visa by 3 months.	<input type="checkbox"/>	<input type="checkbox"/>
4. One recent (not older than 6 months) passport photo, attached to the top right corner of the application form. Size 35x45 mm with plain light colour background	<input type="checkbox"/>	<input type="checkbox"/>
5. Fingerprints – 10 fingers (Persons whose fingerprints have been collected within the previous 59 months should not have the fingerprints collected again. If, during the processing of the visa application, the consulate establishes that the applicant's fingerprints are not stored or are of low quality, the applicant shall be called to have his fingerprints collected).	<input type="checkbox"/>	<input type="checkbox"/>
6. Copy of the applicant's passport identify page (incl. extension date if applicable) and copy of documentation on former travels abroad; if relevant an old passport should be attached the application and copy of pages with previous or valid visas to the Schengen area, USA, Canada, UK and Australia – including entry and exit stamps	<input type="checkbox"/>	<input type="checkbox"/>
7. Foreign nationals in Singapore: Proof of legal residence in Singapore, valid for at least three months beyond the intended date of departure from the territory of the Member States	<input type="checkbox"/>	<input type="checkbox"/>
8. For minors (person under 18 travelling alone or with only one parent): <ul style="list-style-type: none"> - An authorisation to travel (alone or with one parent) indicating the purpose of the trip and signed by both parents/legal guardians or from the parent/guardian who does not travel, with copy of their passports or national identification cards. The signature(s) should be legalised by a notary office, or if parents are not in Singapore their written consent should be legalised by the relevant embassy, in the place of residence of the parents/legal guardians. - the minor's birth certificate (photocopy). 	<input type="checkbox"/>	<input type="checkbox"/>
9. Proof of socio-economic situation (one or more of the following documents): <ul style="list-style-type: none"> - Job letter indicating the duration of recruitment, responsibility and salary - A letter from the applicant's employer confirming the holiday grant - For pupils - School/University certificate - Proof of registered commerce for individual entrepreneurs, etc. - Students must provide proof of enrolment at a Singapore educational institution (university or school). 	<input type="checkbox"/>	<input type="checkbox"/>
10. Proof of financial means (one or more of the following documents): <ul style="list-style-type: none"> - Recent personal bank statement with transaction's list the last three months - Pay or pension slips and/or bank account statements for the last 3 months, proof of scholarship, etc. Persons without their own resources: statement on sponsorship with proof of the sponsors' financial funds. Funds must be equivalent to EUR 70 per day of the visit. If the visitor has submitted a proof of ensured accommodation, he/she must possess amount equivalent of EUR 30 per day of the visit. Exception: if stated in the letter of guarantee, that guarantor is covering all expenses. - International credit card with a photocopy of the applicant's bank statements associated to that credit card. 	<input type="checkbox"/>	<input type="checkbox"/>
11. Plane ticket: booking for a round-trip airline ticket.	<input type="checkbox"/>	<input type="checkbox"/>

12. Travel itinerary including hotel accommodation reservation or similar confirmation of accommodation for the entire trip	<input type="checkbox"/>	<input type="checkbox"/>
13. Evidence of travel itineraries if visit in several Member States are planned. Confirmation of the reservation of an organised trip or any other appropriate document indicating the envisaged travel plans	<input type="checkbox"/>	<input type="checkbox"/>
14. Travel health insurance: valid for the Schengen area, covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage for medical treatment EUR 30.000	<input type="checkbox"/>	<input type="checkbox"/>
<p>15. PROOF OF PURPOSE OF STAY - BUSINESS VISIT / COMMERCIAL FAIR / CONGRESS</p> <ul style="list-style-type: none"> - guarantee letter from the applicant's employer, stating the details of the applicant, the employment duration, designation, purpose and duration of travel. - Visa applicants on business visit/commercial fairs/congress, invited by a legal person in the Republic of Croatia, shall enclose with the visa application a letter of guarantee by legal person as proof of the purpose of their visit, filled out by the guarantor – a legal person from Croatia. <p>The guarantor shall enclose with the letter of guarantee a document proving its liquidity ("Bon 1" or "Bon 2", or certificate of the commercial court that no liquidation proceedings have been initiated etc.).</p> <p>The letter of guarantee shall be signed by the person authorized to represent the guarantor.</p> <p>If the person authorized to represent the legal person is a citizen the EEA/Switzerland or a third-country national, he/she must have approved temporary or permanent stay in Croatia. The validity period of temporary stay of the citizen of the EEA/Switzerland or the third-country national must cover the period to which the applicant is invited.</p> <p>Details about guarantee letter can be found on https://mvep.gov.hr/services-for-citizens/consular-information-22802/visas-22807/issuance-procedure/letter-of-guarantee/22822</p> <ul style="list-style-type: none"> - If the purpose of the visit is to attend commercial fairs or congress organised by non-Croatian organizers, letters of invitation from the organisation of this events or invitations to attend them: <ul style="list-style-type: none"> Invitation letter from the host organization in Croatia with following information has to be submitted: <ul style="list-style-type: none"> - personal data of applicant (name and surname, date and place of birth, citizenship, number of the travel document, place of issue and expiration date of the travel document) - purpose of visit - the period in which the foreigner will stay in the Republic of Croatia - information of accommodation in the Republic of Croatia - information on who bears the costs of the stay in the Republic of Croatia - name and surname, duty (position), address and telephone number of the contact person, from whom relevant information about the applicant can be obtained. <p>Invitation letter has to be issued on official letterhead. Invitation letter has to be signed by the responsible person in the inviting institution.</p> - Any appropriate document indicating the accommodation envisaged or proof of sufficient means to cover the accommodation. 	<input type="checkbox"/>	<input type="checkbox"/>
16. Visa Fee	<input type="checkbox"/>	<input type="checkbox"/>
17. REMARK		

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Submitting a visa application, including all the required documents, does not automatically mean that the visa will be issued. During the examination of an application, the Embassy may request additional documents, and may call the applicant for an interview to the Embassy of the Republic of Croatia in Jakarta.

Name of VFS official

Signature of the applicant

Date:
