

Information sheet: SCHENGEN VISA Business / Trade Fair / Congress

This information leaflet has been generated by the German Embassy in Dhaka. It is valid for visa applications in Bangladesh (BGD) if Germany or Estonia is your main destination. This leaflet stipulates the legal requirements and can be downloaded free of charge. Applicants are requested to read it carefully and observe the regulations as stated below – see I. through IV.

I. Documents to be submitted:

Sl. No.:	Required Documents:	Submitted:
1.	Completely filled out and signed Schengen visa application form. Please use the VIDEX website to fill out the application online. Please ensure to print and submit all pages of the application form including the barcodes.	☐
2.	Declaration of Consent	☐
3.	Passport • Validity minimum three months from the date of expiry of the requested visa. • At least two free “visa pages” • Previous passport(s) if applicable • Valid Bangladesh residence permit for non-Bangladeshi applicants (valid at least three months from the date of expiry of the requested visa / intended end of journey)	☐
4.	One recent biometric passport sized photograph (35x45mm, white background, 70% - 80% face coverage); Head coverings are only accepted for religious reasons. (Do not glue or staple the picture to the application form)	☐
5.	Overseas medical insurance • Valid for the entire duration of the requested visa and for all Schengen countries • Minimum coverage 30,000,- Euro and repatriation. (Medical insurances of creditcards are not accepted)	☐
6.	Flight and hotel reservation • Valid (existing) hotel booking / reservation full address (name, street, city, zip code, contact information, booking reference) • Flight reservation or travel itinerary You do not have to book the flight; you only have to reserve it.	☐
7.	Personal covering letter explaining the purpose of your visit and who will bear the travel cost	☐
8.	• Invitation letter from company / authority in Germany with full address, stating the purpose and duration of the business trip and/or • Information on event/congress/trade fair to be participated in Germany with details of organizer/host, with full address in Germany, duration of event and reason to take part (e.g. confirmed congress participation, visitor ticket for trade fair) If fair exhibitor: Information on trade fair by submitting exhibitor ticket/ exhibitor invoice/ confirmation letter reflecting status as trade fair exhibitor. Applicants will be	☐



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Sl. No.:	Required Documents:	Submitted:
	granted a gratis visa if the above documents are submitted and reflect name of applicant and/or employer	
9.	If employed by a company in Bangladesh: - Letter from local employer including name, postal address and telephone number of sponsor/ company, with details regarding applicant's working position, starting date of employment, salary and timeframe of work leave (expected date to resume duties) and purpose of travel. If self-employed: - Trade license issued by City Corporation/Union Parishad and copy of Certificate of Incorporation along with Memorandum of Articles of Association (only the pages with the directors' names) issued by the office of Registrar of Joint Stock Companies and Firms, if applicable - Original Company's bank statements for the past six months, mentioning overdraft limit (if any overdraft limit)	☐
10.	Documents reflecting the nature of the business trip and the existence of business relations (if applicable) between the relevant companies in Germany and Bangladesh (including information who covers the expenses of the business trip, including accommodation and all occurring costs in Germany) - Copy of the valid trade license of the Bangladesh company in English (Photocopy) - Certificate of Incorporation along with Memorandum of Articles of Association (only the pages with the directors' names) issued by the office of Registrar of Joint Stock Companies and Firms - Original Company's bank statements for the past 6 months, mentioning overdraft limit (if any overdraft limit) - Information reflecting the existence of trade relations or relations for work purposes stating details of company in Germany and in Bangladesh (e.g. L/C Copy, bill of lading)	
11.	Original personal bank statements of at least the last 6 months before application and proof of other financial means and assets (e.g. DPS, FDR, holding tax payment receipt etc.) Please do not submit any buy or sale deeds of your properties. Preferably, you may submit a holding tax payment receipt.	☐
12.	If applicable: Proof of payment of your income tax Please provide only the copy of acknowledgement receipt with total tax paid of the latest fiscal year.	
13.	Documents related to civil status: - Marriage Certificate – if married (also “Nikah Nama” both in Bangla and English, for Muslim marriage in A4 size Photocopy) - Divorce certificate (“Talak Nama”) – if divorced - Death Certificate – in case you are a widow or widower - Birth Certificate of your children – if you have children	☐
14.	Additional photocopies: - Passport copy of pages containing personal data - Copy of valid Bangladesh residence permit / visa (applicable only to non-Bangladeshi applicants) - Copies of previous Schengen, US, Canada or UK visa, if applicable	☐

Note: Special rules might apply for some nationals which passports are not recognized by the German authorities. You might be requested to come personally to the Embassy. Visa processing will take more time.

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II. Information for the applicant on Terms and Conditions of the visa process:

All photocopies should be in A4 size. Documents other than in English and in German need to be submitted along with the translation in English or German.

Only complete applications will be accepted; non-submission of necessary documentation may lead to refusal of visa application.

The processing time at the Embassy due to necessary and obligatory legal requirements takes up to 15 calendar days. Applicants are requested to apply well in advance, but – due to legal requirements - not more than six months prior to the intended date of journey. Status updates during the regular processing time will not be entertained.

During the whole processing time the passport has to remain with the German Embassy. Passports can only be withdrawn if the applicant withdraws their application.

Consequently, the application will be cancelled/withdrawn and the passport returned within 3 working days.

False or falsified documents, including fake bookings, will lead to the refusal of visa and/or further consequences.

The German Embassy Dhaka reserves the right to ask for additional documents and/or call applicant for an interview.

III. REMARKS to be filled out by VFS staff (please tick, what is relevant):

Applicant travels ☐ alone ☐ with family member/s
☐ With a group as
(Please specify e.g. colleague, escort, sponsor)

IV. SIGNATURES and AGREEMENT

For Visa Applicant:

I have taken note of all the regulations and remarks as mentioned from I. to III. on the checklist. I have been informed that VFS Global does not have any influence on the decision about a visa application!

I confirm that the VFS officer has noted all documents submitted by me and that I want the application in its present form to be forwarded to the German Embassy Dhaka. I am aware that original documents not submitted with a copy will be kept by the visa section.

For VFS staff:

I confirm that above checklist has been filled out together with and signed in front of me by the applicant

Dhaka,

City and Date

.....
(signature of applicant)

Dhaka,

City and Date

.....
(signature of VFS Staff)