



Embassy  
of the Federal Republic of Germany  
Kuala Lumpur

Address:  
26th Floor, Menara Tan & Tan  
207 Jalan Tun Razak, 50400 Kuala Lumpur  
Postal Address:  
P.O. Box 10023, 50700 Kuala Lumpur  
Website:  
www.kuala-lumpur.diplo.de  
E-Mail:  
info@kual.diplo.de

## Schengen Visa – Business

For identification purposes and fingerprints, applicants are required to appear in person at the German Embassy during visa submission and **each applicant** has to submit the following documents:

- 1 duly completed Schengen Visa application form (*downloaded from the embassy's website*)
- 1 biometric passport-size photograph (*grey or white background, facial expression must be neutral with the mouth closed and looking directly at the camera, not older than 6 months*)
- Valid passport (*data page and signature page only; minimum 6 months remaining passport validity upon returning to Malaysia*) (Original + 1 copy)
- Malaysian permit/ permanent residence (*minimum 3 month validity upon returning to Malaysia*) (Original + 1 copy)
- Previous Schengen Visas including entry and exit stamps (Original + 1 copy)
- Invitation letter from the company in Germany containing Formal Obligation in accordance with sections 66 and 68 of the Residence Act (1 copy)
- Exhibition Letter and exhibitor pass with stand layout/ registration/ entrance ticket (*if applicable*) (1 copy)
- Statement from employer stating the **purpose and duration** of your **travel/ designation** including your **monthly income** and the date of your commencement of employment (1 copy)
- Declaration of the company to cover all travel expenses (1 copy)
- Company's bank statement *from past 3 months* (1 copy)
- Registration of company (SSM) (1 copy)
- Company director's list/ shareholders list (1 copy)
- Flight itinerary (1 copy)
- Proof of accommodation (*complete address of accommodation/ hotel reservation*) (1 copy)
- Travel insurance with minimum coverage of € 30.000,- (*not applicable to spouse of EU-Members*) (1 copy)
- Valid rental agreement or proof of house ownership in Malaysia (Original + 1 copy)

**Visa fee:** € 80 (*payable in Malaysian Ringgit cash only*)

**Processing time:** minimum 7 days

**Please ensure that your application documents are complete! Incomplete applications may result in rejection of the visa application.**

**Each visa application will be reviewed individually. Therefore the requested documents may vary. The Embassy reserves the right to ask for additional documents at all times.**

**This information is regularly updated but makes no claim to be complete.**

## TRAVEL PLAN

Please list all Schengen countries that you will visit in chronological order including arrival and departure date.

1st country				
Arrival date				
Departure date				
Total number of nights				
	Accommodation	Address	Phone number	Number of nights
1.				
2.				
3.				
4.				
5.				
Transfer to the next country by (e.g. plane, bus, train)				

2nd country				
Arrival date				
Departure date				
Total number of nights				
	Accommodation	Address	Phone number	Number of nights
1.				
2.				
3.				
4.				
5.				
Transfer to the next country by (e.g. plane, bus, train)				

3rd country				
Arrival date				
Departure date				
Total number of nights				
	Accommodation	Address	Phone number	Number of nights
1.				
2.				
3.				
4.				
5.				
Transfer to the next country by (e.g. plane, bus, train)				

4th country				
Arrival date				
Departure date				
Total number of nights				
	Accommodation	Address	Phone number	Number of nights
1.				
2.				
3.				
4.				
5.				
Transfer to the next country by (e.g. plane, bus, train)				