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ANNEXES 1 to 6

ANNEXES

to the Commission Implementing Decision

establishing the list of supporting documents to be submitted by applicants for short stay visas in Australia, Bangladesh, Ethiopia, South Africa, Thailand and Zambia

ANNEX II

The list of supporting documents to be submitted by applicants for short stay visas in Bangladesh

1. General requirements irrespective of the purpose of travel

- (a) proof of financial means in the country of residence;
- (b) personal bank statements, credit card statements or balance covering the last six months complemented by any other proof of financial solvency.

- (c) documents related to the itinerary:
 - (i) copy of the roundtrip airline reservation with Passenger Registration Number (or reservation number) and travel itinerary. If relevant, the entry permits for the next destination(s) of the trip;
 - (ii) in the case of transit: visa or other entry permit for the third country of destination; tickets for onward journey.

- (d) documents related to civil status:
 - (i) marriage certificate (married applicants);
 - (ii) divorce certificate "talak namah" (divorced applicants);
 - (iii) death certificate, (widows or widowers);
 - (iv) birth certificate (children).
- (e) If minor:
 - (i) consent of parents or custodian if both parents are not travelling together;
 - (ii) photocopy of passport of parents or legal guardian;
 - (iii) proof of economic means of parents or legal guardian (refer to point 1.);
 - (iv) original birth certificate of the minor issued by responsible authority.

2. To be submitted when travelling for the purpose of tourism

- (a) if visiting family or friends, proof of sponsorship including proof of family/ties with the sponsor, letter of invitation, specific countries may request additional supporting documentation, (see list of country websites for details);

- (b) hotel confirmation or hotel voucher for the whole duration of the stay, or other documents proving accommodation

- (c) if employed by a company in Bangladesh: Certificate of employment mentioning:
 - (i) address, telephone and fax number of the company;
 - (ii) name and position in the company of the countersigning officer;
 - (iii) name of applicant, position, salary and number of years of service;

- (d) certificate of leave absence.

- (d) if self-employed:
 - (i) trade licence issued by City Corporation and Incorporation Certificate issued by Office of Registrar of Joint Stock Company, if applicable;

- (ii) TIN Certificate;
 - (iii) company Bank Statement for six months.
- (e) if student:
- (i) proof of enrolment in educational establishment in Bangladesh;
 - (ii) certificate of leave absence if travelling during school year. The certificate should mention full address, telephone number, permission of absence; name and function of the person granting permission;
 - (iii) if school trips, letter of the school mentioning the purpose, the duration and the destination.
- (f) if travelling with spouse and/or children: Marriage certificate issued by a responsible authority.
- (g) family member of an EU/EEA citizen:
- (i) there is an EU citizen from whom the visa applicant can derive any rights;
 - (ii) the visa applicant is a family member (e.g. a marriage certificate, birth certificate, proof of dependency, durability of partnership) and his identity (passport);
 - (iii) the visa applicant accompanies or joins an EU citizen (e.g. a proof that the EU citizen already resides in the host Member State or a confirmation that the EU citizen will travel to the host Member State);
- (h) non-Bangladeshi applicants who have valid residence status in Bangladesh:
- (i) Bangladeshi Residence Permit valid for at least three months beyond the intended date of departure from the territory of the Member States;
 - (ii) Proof of the intention of carrying out the onward journey: copy of continuation ticket or reservation;
 - (iii) Documentation about activity upon return in Bangladesh, e.g. work contract or proof of enrolment in a university or school.

3. To be submitted when travelling for the purpose of business

- a) hotel confirmation or hotel voucher for the whole stay or other documents proving accommodation.
- b) if employed:
 - (i) letters of the company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc.;
 - (ii) trade licence of the Company in Bangladesh and/or Memorandum of Articles of Association (if applicable).
- c) if self-employed:
 - (i) trade licence issued by City Corporation and Incorporation Certificate issued by Office of Registrar of Joint Stock Company, if applicable;
 - (ii) Income tax return;
 - (iii) company bank statement for six months.
- d) invitation from the visited company:

The letter should incorporate relevant personal data of the invited, length of the invitation, reason and activity to develop in the Member State during the visit.

e) proof of recent business contacts:

Evidence of former and current transactions in Bangladesh and/or abroad (eg: bill of lading, receipts, contracts, correspondence).

f) if commercial fairs or congress:

- (i) proof of attendance through either letters of invitation from the organiser of the event, or payment of the registration fee;
- (ii) programme of the event.

4. Airport Transit

- (i) valid visa for the country of next or final destination;
- (ii) proof of the intention of carrying out the onward journey: copy of continuation ticket or reservation.

5. To be submitted when travelling for journeys undertaken for political, scientific, cultural, sports or religious events or other reasons

- (i) invitation letter from the organizer that should incorporate relevant personal data of the invited, length of the invitation, reason and activity to develop in the Member State during the visit;
- (ii) entry ticket or pass for events for which these are normally issued;
- (iii) enrolments or programmes stating (wherever possible) the name of the host organisation and the length of stay or any other appropriate document indicating the purpose of the journey;
- (iv) hotel confirmation or hotel voucher for the whole duration of the stay or other documents proving accommodation;
- (v) payment of the registration fees when applicable;
- (vi) sponsorship letter when applicable;
- (vii) if available any information confirming that the applicant has a specific background for undertaking the travel for these reasons;
- (viii) where relevant, proof of enrolment for a (short) course in the Member State of destination.

6. To be submitted when travelling for journeys of members of official delegations who, following an official invitation addressed to the government of the third country concerned, participate in meetings, consultations, negotiations or exchange programmes, as well as in events held in the territory of a Member State by intergovernmental organisations

- (i) a letter issued by an authority of the third country concerned confirming that the applicant is a member of the official delegation travelling to a Member State;
- (ii) Note Verbale from the Ministry of Foreign Affairs confirming the purpose and length of the official visit;
- (iii) government Order (GO) confirming the purpose and length of the official visit and that the applicant has been given authorization to leave Bangladesh for the mentioned purpose.

7. To be submitted when travelling for the purpose of medical treatment

- (i) an official document of the medical institution confirming necessity for medical care in that institution;
- (ii) written confirmation of appointment with a hospital or medical doctor in the Member State;
- (iii) information regarding the estimated duration of the treatment;
- (iv) proof of sufficient financial means to pay for the medical treatment and proof of prepayment if applicable.

8. To be submitted by seafarers

a) employment contract

- photocopy of the working contracts of the seafarer in order to board the ship;

b) invitation letter from the maritime agency;

c) seaman's book;

d) invitation from the maritime agency of the Member State where the sailor will join the boat. The invitation needs to be signed and with the seal of the Agency and include the following data:

- (i) name and family name of the seafarer;
- (ii) place and date of birth, passport number, seaman's book number;
- (iii) date of issue, period of validity;
- (iv) position of the sailor at the boat (if there are many sailors their information can be included in a list signed and sealed, as an annex of the invitation letter);
- (v) date and airport of entry into the territory of the Member States;
- (vi) name of the boat;
- (vii) port of boarding;
- (viii) duration of the contract;
- (ix) itinerary that the seafarer will follow to arrive in the Member State of destination.

In the letter of invitation, the maritime agency from the Member State should indicate the name and address of the Bangladeshi agency which collaborates with her or which will be in charge of presenting the visa applications or that will be in charge of taking care of the seafarer once he arrives in the Member State in order to transport him to the sea port to board.

If the application is presented by a maritime agency of Bangladesh, letter of invitation of the Bangladesh agency that includes a list of the seafarer(s), in which is stated their employment on the ship.