

### Checklist for BUSINESS

Name: _____	Contact No.: _____
Name of Travel Agent (if any) _____	E-mail Address: _____
Passport Number: _____	

Prepare all the necessary documents listed below before you submit the application. Copies of the required documents have to be translated into English, Finnish or Swedish and the original documents must be displayed in Visa Application Centre if mentioned in checklist.

Required Documents	Original	Copy	Remarks (if document is missing or if the condition does not meet requirements)
Visa application form, accompanied by one colour photograph			
Passport or other travel document and one copy of the identification page			
Old passports of the applicants			
Letter from employer			
Invitation letter from business partner or organization in Finland			
Flight Reservation			
Travel medical insurance			
ITR, Indian Income Tax Return Verification Form (past 2 years)			
Salary slips and bank statement of the applicant (past 3 months).			
Students: a proof of enrolment from the institute			
Afghan applicants: a copy of national ID card (tazkera)			

Applicant to choose as appropriate:

☐ I have understood that I have to submit the above-mentioned missing documents to the Finnish embassy by \_\_\_\_\_. I accept by signing this form that the matter will be decided without the requested documents and that the decision may be to my disadvantage, if I will not submit the documents by the date noted above.

☐ I do not intend to bring the above-mentioned documents to the Finnish embassy/Consulate.

Note: The Embassy / Consulate reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant

VISA Fee		Courier Fee (If any)	
Service Fee		Other Fees	

\_\_\_\_\_  
Name and signature of Submission officer

\_\_\_\_\_  
Signature of applicant