Sl No.	To be submitted when travelling for the purpose of Business	Yes	No	Original return to applicant / Date	Note
01	I acknowledge the visa regulations.				
02	Completed and signed Application Form no: 119031, application for Schengen Visa.				
03	Passport with at least two blank pages, valid for at least 3 months after leaving the Schengen territory.				
04	All previous passports. (Color photocopy of Bio-page of recent passport and all Schengen visas)				
05	One passport size color photograph (35 mm x 45 mm) full faces, light background, no older than six months.				
06	Cover letter from the applicant explaining in details the purpose of the visit, addressed to Embassy of Sweden.				
07	Letter from present employer/owner, stating purpose of the Visit.				
08	Health and Travel insurance for Schengen (Original & Photocopy).				
09	Proof of financial means in the country of residence.				
10	Personal Bank statement, credit card statements or balance covering the last six months complemented by any other proof of financial solvency.				
11	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 onwards journey.				
12	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)				
13	**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.				
14	Hotel confirmation or hotel voucher for the whole duration of the stay, or other documents proving accommodation.				
15	**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 license of the company in Bangladesh and / or Memorandum of Articles of Association (if applicable)				
16	**If self-employed**: (i)trade license issued by the 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.				
17	**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.				
18	**Proof of recent business contacts**: Evidence of former and current transactions in Bangladesh and / or abroad (e.g. bill of lading, receipts, contracts, correspondence).				
19	**If commercial fairs or congress**: (i)Proof of attendance through either letters of invitation from the organizer of the event, or payments of the registration fee. (ii)Programme of the event.				

Note: 1.   If missing documents are not submitted within one day after submission, application might be decided on the existing documents submitted.

2. Please note that you might be called for an Interview if desired by the Embassy of Sweden, Dhaka.

3. The Visa fee is non-refundable according to Schengen regulation.

Remarks:

Applicant Name: …………………………………………   **Signature/Date**: …………………………………..

VFS Staff Name: …………………………………………   **Signature / Date**: …………………………………