



Dear Applicant

Your application and documentation will be delivered to the Embassy and your case will be processed by the Embassy as soon as possible. The Embassy only accepts documents in English, French, Danish, Norwegian and Swedish. Documents in other languages will not be accepted.

Name of applicant: \_\_\_\_\_

Missing Document (s)	Type of document
	Application form duly completed
	One recent (less than six months old) passport-size photograph in color with good resemblance (3.5cm / 4.5cm)
	<b>Current passport</b> should be valid for at least three months beyond the intended duration of stay in the Schengen area. The passport must have at least two blank pages to affix the visa. Copies of passport pages must be in colour.
	<b>Previous passports</b> (if any) + colored copies of bio page(s) and previous Schengen visas and stamps
	<b>A Cover letter from your organization or company containing following details:</b> <ul style="list-style-type: none"> <li>Name and designation of the applicant signed by an authorized person in the company.</li> <li>The cover letter should outline the <b>applicant's purpose of visit</b>, names and address of the company he/she intends to visit and period/place of intended stay. Any planned future visits to the Schengen area should be included.</li> <li><b>Original Business Documents</b> (if applicant is owner of the company) such as registration papers (registration certificates, Form A and/or Form 3, tax clearance certificates, bills of lading, etc.)</li> </ul>
	A signed invitation letter from the host/host company containing name of the invited person, purpose of visit, dates of the intended stay, and which costs are covered by host (boarding & lodging)
	<b>Overseas travel medical Insurance valid for all Schengen countries.</b> The insurance has to cover the applicant for the entire duration of the stay in the Schengen area and must cover for at least 30,000 EUR for all risks, e.g. accident, illness, medical emergency evacuation, etc.
	<b>Flight reservations</b> for round trip. If applicant is traveling to several Schengen states, proof of intra-Schengen flight reservation, train itinerary or car rental
	<b>Proof of accommodation:</b> Hotel bookings or host guarantee/sponsorship of accommodation covering the whole duration of the intended stay
	<b>Evidence of source of financial support/means of subsistence</b> <ul style="list-style-type: none"> <li>Original <u>personal bank statement</u> showing movements in the last three months and duly stamped and signed by the bank.</li> </ul> <p><b>Please note that ALL applicants have to provide proof of pocket money in their own name even if their trip is fully sponsored.</b></p> <p>Please visit: <a href="https://www.nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Business-visits">https://www.nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Business-visits</a></p> <ul style="list-style-type: none"> <li>If applicant is employed: pay slips for the last three months, employment contract, bank statement for account through which salary is paid</li> <li>In case applicant is the owner of the company: company registration documents, company's bank statement, tax clearance receipt, etc. are required</li> </ul>

### The document(s) highlighted above are missing

The Embassy requests you to hand in the missing/required documentation **within 5 days from today**. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision on the case based on the present information.

I understand that I must provide above missing documentation to VFS within 5 days. Signature date below counts as day one of five.

You can hand in the missing documentation in person to VFS. Please remember to state your passport number and your full name. Please note, if you chose to send the missing documentation by e-mail to: [accambvisa@um.dk](mailto:accambvisa@um.dk) it will be via an unencrypted connection.

Please note that you could still be asked for additional documents and/or may be called for an interview at the Embassy.

Kind regards,  
The Royal Danish Embassy, Accra, Visa Section.

Applicant's Signature

Passport No.

Date