

The Royal Danish Embassy, Nairobi

Dear applicant

Your application and documentation will be delivered to the Danish Mission and your case will be processed as soon as possible. Be aware that case processing can take up to 15 days.

Applications are only admissible if the following is provided: 1) a visa application form duly completed and signed, 2) a passport photo, with a light background, no older than 6 months and size 45x35mm, 3) a passport, valid at least 90 days after expiry of the visa and with at least 2 blank pages and 4) proof of visa fee payment (where applicable).

Please note that your application is complete / incomplete (please encircle).

The document(s) highlighted below are missing. The Danish Mission therefore kindly requests you to hand in the below documentation:

Document checklist for **BUSINESS VISA** below:

Missing document(s)	Type of document
	1. Copy of the applicant's passport identity pages (incl. extension date if applicable), and any other visa, residence permits, entry- and exit stamps or an old passport if relevant.
	2. Travel medical insurance with a minimum coverage of 30.000 EURO for the effective stay in Schengen. Please check on www.kenya.um.dk for an updated list of approved insurance companies. Original receipt for payment of insurance.
	3. Copy of national ID-card (both sides).
	4. Non-Kenyans are required to submit a copy of a valid Kenyan residence permit or other proof of legal stay in Kenya.
	5. Proof of solvency: - Personal and certified bank statements from the last 3 months. - Payslips for the last three months.
	6. A copy of the business license of employing company. If self-employed, copy of Kenyan PIN Certificate as well as company registration, copy of Memorandum of Association and Articles of Association, copy of Business License, if applicable.
	7. Proof of employment - Dispatch letter from the employer on official company paper with stamp, signature, date. The letter must clearly mention: full address, telephone and contact persons of the company: the name and position of the countersigning officer; name, position, salary and years of service of the applicant as well as an approval for leave or absence; the person or entity who will bear the travel and living costs. - Contract of employment
	8. Invitation letter OR the on-line invitation letter VU1, mentioning clearly: full address and contacts of the company, the name and position of the countersigning officer, purpose and duration of the visit, detailed program, the person or the entity who will bear your travel and living costs.
	9. Proof of registration and receipt for registration fee, if attending a conference, which requires prior registration.

The Danish Mission requests you to hand in the required documentation within 3-5 working days from today. If the Danish Mission has not received the documentation by this deadline, the Danish Mission will make a decision in the case based on the present information.

Please choose one of the following options:

- I will be coming back within 3-5 working days with the missing document(s).
 I choose to hand in an incomplete application, which may lead to a refusal.

Kind regards, The Royal Danish Embassy, Nairobi.

You can hand in the missing documentation in person to VFS or by courier directly to the Embassy (att. Consular department). Please note, if you chose to send the missing documentation by e-mail to: nboambconsular@um.dk it will be via an unencrypted connection. Please remember to state your name, passport number and case ID.

The Danish mission or VFS will contact you in case further documentation is needed or as soon as we have reached a decision in your case. An interview may be required at the Embassy or by phone.

Applicant's name

Applicant's signature

Date and Place

Reference number

Checked by VFS Staff (initials): _____ Date: _____