

Document Checklist - to be submitted with the application

BUSINESS VISIT

Please indicate submitted documentation by <input checked="" type="checkbox"/> . Submit the Document Checklist together with your application and supporting documentation in the following order to the Visa Application Centre or Embassy.	Yes	No
1. Applicant applied in person	<input type="checkbox"/>	<input type="checkbox"/>
2. Schengen Visa Application Form duly completed and signed	<input type="checkbox"/>	<input type="checkbox"/>
3. Travel document: issued in the last 10 years, 2 empty pages, expiry date exceeding requested visa by 3 months.		
4. One recent (not older than 6 months) passport photo, attached to the top right corner of the application form. Size 35x45 mm with plain light colour background	<input type="checkbox"/>	<input type="checkbox"/>
5. Fingerprints – 10 fingers (Persons whose fingerprints have been collected within the previous 59 months should not have the fingerprints collected again. If, during the processing of the visa application, the consulate establishes that the applicant's fingerprints are not stored or are of low quality, the applicant shall be called to have his fingerprints collected).	<input type="checkbox"/>	<input type="checkbox"/>
6. Copy of the applicant's passport identify page (incl. extension date if applicable) and copy of documentation on former travels abroad; if relevant an old passport should be attached the application and copy of pages with previous or valid visas to the Schengen area, USA, Canada, UK and Australia – including entry and exit stamps	<input type="checkbox"/>	<input type="checkbox"/>
7. Foreign nationals in the Philippines: For non-Filipino applicants who have valid residence status in the Philippines <ul style="list-style-type: none"> - Copy of Alien Certificate Registration (ACR) - Re-entry permit 		
8. For minors (person under 18 travelling alone or with only one parent): <ul style="list-style-type: none"> - An authorisation to travel (alone or with one parent) /affidavit of support and consent of parents (specially of the non-travelling parents) indicating the purpose of the trip, duration of the trip etc. and signed by both parents/legal guardians or from the parent/guardian who does not travel, with copy of their passports or national identification cards. The signature(s) should be legalised by a notary office - Copy of the passport of parents/legal guardians - Birth certificate of the minor certified by the National Statistics Office (NSO) - Department of Social Welfare and Development (DSWD) clearance 	<input type="checkbox"/>	<input type="checkbox"/>
9. Proof of will to return <ul style="list-style-type: none"> - Copy of employment contract or social security contributions (if relevant) - Copy of real estate property – title-deed (if relevant) - Proof of family ties in the Philippines (e.g. marriage certificate) 	<input type="checkbox"/>	<input type="checkbox"/>
10. Proof of financial means: <ul style="list-style-type: none"> - Bank certification, bank books 	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> - Personal bank statements, credit card statements or balance covering the last six months - For minors: Proof of economic means of parents or legal guardian (cf. the above) - Pay or pension slips, proof of scholarship, etc. Persons without their own resources: statement on sponsorship with proof of the sponsors' financial funds. Funds must be equivalent to EUR 70 per day of the visit. If the visitor has submitted a proof of ensured accommodation, he/she must possess amount equivalent of EUR 30 per day of the visit. Exception: if stated in the letter of guarantee, that guarantor is covering all expenses. 		
<p>11. Proof of occupation</p> <p>If employed:</p> <ul style="list-style-type: none"> - Certificate of employment - Certificate of leave absence <p>If self-employed:</p> <ul style="list-style-type: none"> - Department of Trade Industry (DTI)/Securities Exchange Commission SEC registration of business - Income Tax Return - Business Financial Statement <p>If student:</p> <ul style="list-style-type: none"> - Proof of enrolment - Certificate of leave absence if travelling during school year 	<input type="checkbox"/>	<input type="checkbox"/>
<p>12. If travelling with spouse and/or children</p> <ul style="list-style-type: none"> - Marriage contract certified by the National Statistics Office (NSO) - Birth certificates of children certified by the National Statistics Office (NSO) 	<input type="checkbox"/>	<input type="checkbox"/>
<p>13. Plane ticket: Copy of the roundtrip airline reservation with Passenger Registration Number (or reservation number) and travel itinerary.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>14. Evidence of travel itineraries if visit in several Member States are planned. Confirmation of the reservation of an organised trip or any other appropriate document indicating the envisaged travel plans</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>15. Travel health insurance: valid for the Schengen area, covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage for medical treatment EUR 30.000 (list of companies is attached)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>16. PROOF OF PURPOSE OF STAY - BUSINESS VISIT</p> <ul style="list-style-type: none"> - Certificate from the employer - letter of the Philippine company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc. - Visa applicants on business visit/commercial fairs/congress/cultural/sports/official, invited by a legal person in the Republic of Croatia, shall enclose with the visa application a letter of guarantee by legal person as proof of the purpose of their visit, filled out by the guarantor – a legal person from Croatia. <p>The guarantor shall enclose with the letter of guarantee a document proving its liquidity ("Bon 1" or "Bon 2", or certificate of the commercial court that no liquidation proceedings have been initiated etc.).</p> <p>The letter of guarantee shall be signed by the person authorized to represent the guarantor.</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p>If the person authorized to represent the legal person is a citizen the EEA/Switzerland or a third-country national, he/she must have approved temporary or permanent stay in Croatia. The validity period of temporary stay of the citizen of the EEA/Switzerland or the third-country national must cover the period to which the applicant is invited.</p> <ul style="list-style-type: none"> - Proof of recent business contacts - In case of doubt repeated invitations from the same company in favour of the same applicant, documents in order to proof that the continuation of the commercial relationship with the company that invites (contracts, bills, etc.) <ul style="list-style-type: none"> – If the purpose of the visit is to attend commercial fairs or congress/cultural/sport events is organised by non-Croatian organizers – Proof of accommodation: Hotel confirmation or hotel voucher 		
17. Visa Fee	<input type="checkbox"/>	<input type="checkbox"/>
18. REMARK		

Submitting a visa application, including all the required documents, does not automatically mean that the visa will be issued. During the examination of an application, the Embassy may request additional documents, and may call the applicant for an interview to the Embassy of the Republic of Croatia in Jakarta.

Name of VFS official

Signature of the applicant

Date:
