Kingdom of the Netherlands

Checklist for visa application | Business

Applications should be submitted in person (also babies and children) and the following documents must be submitted:

- For every document, you must provide the original and one copy.
- The documents are to be presented in (or translated to) Dutch, English, French or Spanish.
- The documents submitted will not be returned. Only the travel document will be returned.

1. Application

1.1 A completed and signed Schengen visa application form.

- ☐ Yes
- ☐ No
- ☐ Remarks

2. Travel Documents

2.1 A passport or other travel document.

- ☐ Yes
- ☐ No
- ☐ Remarks

2.2 A copy of all pages of the passport.

- ☐ Yes
- ☐ No
- ☐ Remarks

Please note:

- Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area.
- Your passport or travel document must have at least 2 empty visa pages.
- Your passport or travel document cannot have been issued more than 10 years ago.

2.3 For Pakistani Nationals: copy of Pakistani identity card (CNIC).

- ☐ Yes
- ☐ No
- ☐ Remarks

3. Evidence of legal residence

3.1 For non-Pakistani Nationals: proof of legal residence in Pakistan as appropriate (such as long stay visa, and/or residence or work permit).

- ☐ Yes
- ☐ No
- ☐ Remarks

4. Photo

4.1 A passport photo that meets Dutch passport requirements. This photo cannot have been taken more than 6 months ago and must bear a clear resemblance.
See: photo guidelines.

- ☐ Yes
- ☐ No
- ☐ Remarks

5. Proof of travel

Note: make travel reservations which you can cancel, in case your visa request will be refused.

5.1 Flight reservation of air ticket (return or round trip) from/to Pakistan and the Member State of destination.
If trips include several stops in the territory of the Member States, reservations of intra-Schengen itinerary (train, flights, car rental).

- ☐ Yes
- ☐ No
- ☐ Remarks

5.2 Reservation of accommodation for the entire duration of the stay in the territory of the Member States (hotel, aparthotel, holiday home, camping, youth hostel).
Or, if residing with family, friends and sponsor: proof of sponsorship and/or private accommodation. See https://ind.nl/en/Forms/1310.pdf.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.3 Invitation on company/organisation letterhead detailing identity of person invited (name, position), purpose of visit (e.g. meetings, conference, factory visits); dates and itinerary.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.4 Documentary evidence of business relationship (copies of invoices, shipments, correspondence), or;
In case of participation in commercial fairs: entry tickets and/or stall booking with payment receipt , or;
In case the trip is intended for media reportage, copy of press card, letter of sending media organisation detailing purpose of the trip and name of journalist (s) or, for free-lance journalists, evidence of professional activities.

- ☐ Yes
- ☐ No
- ☐ Remarks

6. Proof of financial means and ties to the country of residence

6.1 Family Registration Certificate (FRC) issued in English by NADRA (Pakistan National Database and Registration Authority). Some Member States may require, in addition, the information to be submitted as per their own prescribed format.

- ☐ Yes
- ☐ No
- ☐ Remarks

6.2 Main proofs of financial means:

- Bank statements showing movements in the last six months, duly signed and stamped by the bank;
- National Tax Number Certificate (or proof of exemption if applicable);
- Federal Board of Revenue acknowledgement of tax returns for the last two fiscal years before the application date.

Or, if one of the above cannot be produced:
Other proof, supported by documents, of income generating assets or other means of subsistence as applicable.

- ☐ Yes
- ☐ No
- ☐ Remarks

6.3 Additional and specific proof of financial means or ties with country of residence, depending on the status of the applicant:

If the applicant is employed:

- Payslips for the last three months before the application date;
- Copy of the employment contract;
- An employer's letter stating the approval for leave of absence, specifying the dates of absence, position and salary of the employee, duration of employment, purpose of absence, contact number of employer.

If the applicant is a company owner or self-employed:

- Certificate of registration of the company.

If the applicant is a civil servant/government employee:

- Non Objection Certificate (NOC) issued by the Administration/public service employing the applicant stating the dates of the intended visit (for travel others than those for official purposes – see point 2).

If the applicant is retired:

- Pension statements for the last six months.

If the applicant is sponsored:

- Proof of sponsorship. See https://ind.nl/en/Forms/1310.pdf.

If the applicant is a dependent from another applicant:

- If the proof of family relationship cannot be established by the Family Registration Certificate (FRC) required under point 6.1, proof of family relationship through national civil status records.

If the applicant is a minor travelling with one or none of the parents/legal guardians:

- Proof of consent by one (if travelling with the other except in case of a single parent having sole duly attested custody or guardianship) or two parents in an affidavit with details of the planned trip and name of sponsors/guardians during the trip;

- Copy of the non-travelling parent(s) Pakistani identity card(s) (CNIC(s)) and passport(s).
- Proof of enrolment at school;
- Copy of the Court order establishing family relationship or guardianship for the purpose of the intended detailed trip.

If the applicant is a student:

- Proof of enrolment at university and student's card**.**

☐ Yes
☐ No
☐ Remarks

7. Proof of health insurance

7.1 The insurance policy has been taken out in your name.

☐ Yes
☐ No
☐ Remarks

7.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.

☐ Yes
☐ No
☐ Remarks

7.3 At least € 30.000 of medical costs are reimbursed, including hospital care, emergency treatment and repatriation (including in the event of death).

If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical coverage for this trip with one that does.

☐ Yes
☐ No
☐ Remarks

8. Visa

8.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.

☐ Yes
☐ No
☐ Remarks

9. Payment

9.1 Payment of the visa fee.

- ☐ Yes
- ☐ No
- ☐ Remarks

Please be aware of the following:

- You will not have your passport in your possession during the process of the visa application.
- An application without the complete set of documents according to the above mentioned checklist may result in a rejection of your visa application.
- In case of refusal, visa fees are not refundable.

List of documents to be presented by visa applicants from Pakistan according to the Commission Implementing Decision of 14-10-2018 by the European Commission, in conformity with the list of supporting documents.