

E2 CHECKLIST: TEMPORARY STAY VISA IN THE FRAMEWORK OF TRANSFER OF NATIONALS TO STATE PARTIES TO THE WORLD TRADE ORGANISATION (WTO), FOR SERVICE PROVIDING OR PROFESSIONAL TRAINING PURPOSES

Personal details of the applicant (as per the passport)
Name:
Surname:
Passport number:
Date of birth:
Contact details of the applicant
E-mail address: Telephone no.:

Please carefully read the following information:

- Please submit the documents in the exact order given below.
- > Please do not staple any document.

E2 VISA: What it is?

The **E2 temporary stay visa** is a visa established in the framework of the transfer of citizens of states party to the WTO (World Trade Organization), in the context of providing services, and is intended for the transfer of partners or subordinate workers between establishments of the same company in a third country (or the same group of companies) with the establishment located in Portugal, to provide services equivalent to those provided by the establishment from which the foreign citizen is being transferred.

Who is entitled to apply for a E2 visa?

The transfer of partners and/or subordinate workers through a E2 visa is possible provided they have been part of the company's staff for at least one (1) year and **must fall into one of the following categories**:

- a. those who, having management powers, work as senior managers of the company and essentially manage an establishment, receiving general guidance from the board of directors;
- b. those who have specific technical knowledge and skills essential to the activity, to the research equipment, techniques or management of the company;
- c. those who will receive professional training at an establishment located in Portuguese territory, in the framework of their duties.

<u>Can my family members apply for the visa for accompanying family members while I apply for the E2 visa?</u>

Yes. The E2 visa does grant the right to the family member(s) of the E2 visa applicant to apply together with him/her for the visa for accompanying family members. Family members of the E2 visa applicant do not need an appointment at VFS, although they should submit their applications at the same time as the E2 visa applicant and the applications shall be assessed together.

What is the standard processing time of a E2 visa application?

The standard processing time of a E2 visa application is 30 (thirty) days, which may be prolonged if

necessary. Please note that this period starts counting **only** when the application reaches the Consulate-General of Portugal in Goa (the visa application will need up to two working days to reach the Consulate-General of Portugal in Goa) and that public holidays of the Consulate-General of Portugal in Goa as announced on its website will not count as working days.

REQUIRED DOCUMENTS	YES	NO
If not otherwise noted, submittal of the original documents is sufficient. Please note that the Consulate-General of Portugal in Goa does not return original documents if you do not provide a copy. Please mark on the right column if you submitted the document / form or not!		
<u>Portuguese visa original application form</u> duly filled in and signed by the applicant.		
The visa application form is free of charge and can be downloaded from the website:		
https://vistos.mne.gov.pt/images/formulario visto nacional en.pdf		
Each applicant shall submit a complete and signed application form individually.		
Please submit all pages of the application form.		
 ✓alid national passport: Issued within the last 10 years and with at least 3 months validity after the scheduled return. Passports with observations regarding the front data page (biographical data) will not be accepted. Passports must have at least two empty pages to affix the visa. Handwritten passports or passports that contain a manual entry made after 01/04/2010 where the biographical data (name, place, date of birth and sex) were changed will not be accepted. 		
Previous passport/s:		
If any, irrespective of its condition, bound together with rubber band, not stapled (in case lost a note is required).		
Previous Occidental visas, if any: ➤ Clear photocopies of all previous Schengen Visas; if stamped on another passport, together with photocopies of the first page		
(bio-data) and last page of the passport.Clear photocopies of UK, USA or Canada visas, if any.		
Previous refused visas, if any:		
If you have been refused a visa by an Embassy or High Commission, a refusal notice or a written explanation about the reasons of refusal is needed.		



Proof of I	legal residence:	
	the applicant is not a national of India, evidence of his/her legal esidence in this country (residence permit) must be submitted.	
> W wi > Or > Or St > Fo	In the size pictures: If the background, not older than 6 months (size 35-40 mm in idth, not copied or scanned picture). In the picture must be pasted on the application. In the picture has to be clipped on the last page of the passport. It the picture pictures cannot be accepted. In the picture picture pictures cannot be accepted. In the picture picture picture picture picture picture picture picture. In the picture picture. In the picture pi	
> Or ex ap his tra	riginal letter in which the applicant introduces themselves, eplains in detail the reasons for applying for a E2 visa. The oplicant should explain the purpose and complete plan of s/her visit and with reference to proof of intended means of ansport and itinerary. The covering letter should also state the ames and passport numbers, and relation to accompanying avellers. If applying through another Mission, details should be rovided.	
> Therefore the rest.	tion letter from the employer (ORIGINAL): his letter should be on a business letterhead from the employer/company. The letter should be signed and stamped by the directorate, mentioning position/current profile, place of esidence in India (if working remotely, the same should be eated with complete residential address) duration of service, eates and purpose of the trip, complete details regarding the ansfer, plus stating if expenses are covered by employer/company.	
➤ Ro	t document/flight reservation: oundtrip flight reservation with the name of the traveller nowing the date of departure and the date of return.	
P h h p P N N N N N N N N N N N N N N N N N N	Please refer to the list of approved Indian travel insurances: https://www.vfsglobal.com/one- hager/portugal/india/english/pdf/updated tmi iist.pdf Minimum coverage of 30,000 Euro / 50,000 USD / 50,000 CHF per person. Coverage of all expenses which might arise in connection with epatriation for medical reasons, urgent medical attention and/or emergency hospital treatment. The insurance must cover the entire stay in Portugal. The document must be original and should have a QR code to be verified, to be considered valid.	



Police Clearance Certificate issued by the competent authority of the country of the applicant's nationality or of the country where the applicant has resided for over a year. Please note: a. Applicants from India or Indian nationals: the Police Clearance Certificate (PCC) should be issued from the nearest Regional Passport Office. This document must be apostilled (Hague Apostille). The PCC is only considered valid for upto three months from the date of issue and should be presented in original. For further information, kindly check the official information provided by the Indian authorities: https://www.mea.gov.in/apostille-menu.htm		
Supporting documents regarding accommodation (proof of planned accommodation in Portugal)		
Proof of financial resources for the period of at least twelve months, under the provisions laid out on the n.º 2 of article 2 of Ordinance n.º 1563/2007, of 11 December. For such purpose, applicants must submit the original bank statements (stamped and signed by the bank) of the previous twelve months as well as the ITRs (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) of the previous three years.		
For the purposes of proof of means of subsistence, the funds arising from a contract or promise of an employment contract may be considered.		
Proof of the financial resources may be also waived off upon the presentation of a term of responsibility, in original, signed by either the Portuguese citizen or a foreign citizen legally living in Portugal, responsible for the company hiring the qualified worker, through which he/she declares to be able to support the visa applicant by providing food and accommodation in Portugal, as well as to pay any repatriation costs in case of irregular stay. The document can be downloaded here: https://vistos.mne.gov.pt/images/termo responsabilidade aima 2024 2 .pdf		
To be considered valid, the document and the signature of the citizen who signs it must be duly recognised by a lawyer or notary or registry office authorised to carry on activities in Portugal. A copy of the Portuguese citizen's ID, who signs the document, must also be submitted, or, should the document be signed by a foreign citizen legally living in Portugal, a copy of his/her residence card is mandatory.		
<u>Documents certifying the transfer of the employee:</u> Service agreement and/or secondment contract, in original and duly recognised by a Portuguese public lawyer or notary:		
proving that the transfer is occurring within the same company or corporate group, and that the host institution is providing similar services to those provided by the institution from which the third-country national is being transferred;	П	
is referring to partners or workers that have been in that institution for at least one year and are falling under one of the		



a.	wing categories: partners or workers in a managerial position working as senior staff and perform executive administration tasks, under the guidance of the board of administration; OR,	
b.	partners or workers with the necessary technical skills to the delivery of the referred activity, research equipment, as well as technical and managerial skills; OR,	
C.	partners or workers due to get professional training in Portugal.	
Birth certifi	<u>cate</u>	
	documents the applicant wants to submit (please to refuse acceptance of documents the applicant prioned on the checklist):	
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	to refuse acceptance of documents the applicant	
	to refuse acceptance of documents the applicant	

General remarks of the Consulate-General of Portugal in Goa:

- > Submission of the above-mentioned mandatory documents does not guarantee that a visa is granted. The required documents have to be submitted with the visa application (documents sent through e-mail or post to the Consulate-General of Portugal in Goa are not accepted, unless if required).
- The Consulate-General of Portugal in Goa reserves the right to ask for additional documents and/or for a personal interview. The Consulate-General of Portugal in Goa is not however obliged to ask for submittal of documents already mentioned on this list before denying an application.
- > Submission of incomplete documentation may result in the rejection of an application.
- Please note that the standard processing time of a E2 visa application is of 30 (thirty) days. This period starts counting **only** when the application reaches the Consulate-General of Portugal in Goa (the visa application will need up to two working days to reach the Consulate-General of Portugal in Goa) and that public holidays of the Consulate-General of Portugal in Goa as announced on its website will not count as working days.
- > This period can be prolonged by the Consulate-General of Portugal in Goa if deemed necessary for a personal interview, scrutiny/verification documents, among other reasons.
- Visa applications should be submitted in advance to ensure time for competent authorities to deliver a decision.
- A booked flight ticket does not result in a preferred processing of the application.
- All documents, forms and declarations must be submitted either in Portuguese or English. All documents, forms and declarations not in Portuguese or English have to be submitted with



proper Portuguese or English translation. Failing to provide proper translation will result in the document, form or declaration considered "missing".

- > The refusal of the visa application does not entail the reimbursement of the visa fees.
- Consult the legislation in force at the following hyperlink: https://vistos.mne.gov.pt/en/national-visas/national-legislation

<u>Declaration of the visa applicant (to be signed by the parent(s) submitting the application if applicant is a minor)</u>

I have taken note of the general and special remarks as mentioned on checklist.

I have been informed that VFS Global does not have any influence on the decision about a visa application and only the information provided by the Consulate-General of Portugal in Goa must be taken as official.

I confirm that the VFS officer has noted all documents submitted by me and that I want the application in its present form to be forwarded to the Consulate-General of Portugal in Goa. I am aware that original documents not submitted with a copy will be kept by the Consulate-General of Portugal in Goa.

<u>Name, Surname of the applicant</u> : <u>Passport number</u> :
Signature of the applicant:
Confirmation of VFS on the day of submittal
Date of submittal: VFS VAC in
Application submitted:
I confirm that above this checklist has been filled out together with and signed in front of me by the applicant at today's appointment at the above VAC.
VFS Officer Full Name:
Signature: