



EMBAIXADA DE PORTUGAL
ISLAMABAD

PORTUGAL – CHECKLIST FOR BUSINESS (SCHENGEN VISA)

Name and surname of applicant:

E-mail address:

Telephone no.:

Documents provided by all VISA applicants must be in Portuguese or English language		YES	NO
1	Application form duly completed and signed (For minors and incapacitated, forms should be signed the legal guardian) ➤ Fully completed in Portuguese or English and signed and dated by the applicant		
2	One recent passport size photograph ➤ Should not be older than 6 months + (plus) in colour with white background + (plus) 3,5 by 4,5 cm		
3	Passport / travel document ➤ Must have a validity of at least 3 months after the intended stay + (plus) be issued within the previous 10 years + (plus) have 2 blank pages. It is recommended to attach previous passports (if applicable)		
4	Copy of Pakistani identity card (CNIC)		
5	For non-Pakistani Nationals residing in Pakistan ➤ Proof of legal residence in Pakistan as appropriate (such as long stay visa, and/or residence or work permit) valid for at least 3 months after expiry of the requested visa		
6	Flight reservation of air ticket ➤ Return or round trip from Pakistan to Portugal. If trips include several stops in the territory of the Member States, reservations of intra-Schengen itinerary (train, flights, car rental)		
7	Confirmed accommodation for the entire stay ➤ A hotel reservation, or alternative proof of accommodation for the entire stay		
8	Travel medical insurance (original + 1 copy) ➤ Must cover the entire territory of all Schengen Member States with a minimum coverage of 30.000,00 € (euros) for medical expenses and be valid for the whole period you plan to stay in the Schengen area <u>and</u> cover expenses that might arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during stay. A certificate policy is mandatory		
9	Family Registration Certificate (FRC) (*) ➤ Issued in English by NADRA (Pakistan National Database and Registration Authority)		
10	Proof of financial means (*) ➤ National Tax Number Certificate (or proof of exemption if applicable); <u>and</u> 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		
11	Bank account statement for the last 6 months ➤ Bank statements showing movements in the last six months, duly signed and stamped by the bank		
12	Invitation on company/organisation ➤ Invitation on company/organisation letterhead detailing identity of person invited (name, position), purpose of visit (e.g. meetings, conference, factory visits); dates and itinerary ➤ documentary evidence of business relationship (copies of invoices, shipments, correspondence) ➤ In case of participation in commercial fairs: entry tickets and/or stall booking with payment receipt ➤ 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		

13	Employees <ul style="list-style-type: none"> ➤ Letter addressed to "Embassy of Portugal in Islamabad", dated not later than one month with the company's letterhead 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 + (plus) payslips for the last three months before the application date + (plus) copy of the employment contract Company owners or self-employed (*) <ul style="list-style-type: none"> ➤ Certificate of registration of the company Civil servants/government employees (*) <ul style="list-style-type: none"> ➤ Non Objection Certificate (NOC) issued by the Administration/public service employing the applicant stating the dates of the intended visit 		
14	Applicant is a dependent from another applicant (*) <ul style="list-style-type: none"> ➤ If the proof of family relationship cannot be established by the Family Registration Certificate (FRC), proof of family relationship through national civil status records must be provided Retired <ul style="list-style-type: none"> ➤ Pension statements for the last six months Students (*) <ul style="list-style-type: none"> ➤ Proof of enrolment at university and student's card 		
15	Minor (s) travelling with one or none of the parents/legal guardians (*) <ul style="list-style-type: none"> ➤ 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 		
16	Copies of the passport personal details page and previous visas		

PLEASE NOTE: Pointers (*) all the documents presented must be translated to Portuguese or English language (if applicable) and attested by the Ministry of Foreign Affairs.

The Embassy of Portugal in Islamabad reserves the right to request further documentation if deemed necessary, may call the applicant for an interview. False or falsified documents, including fake bookings, will lead to the refusal of visa and/or further consequences.

The Embassy cannot be held responsible for any financial losses, nor can the visa fee be refunded in case of a refusal.

The presentation of all necessary documents in the visa application may not be construed as an automatic approval of the visa.

REMARKS to be filled up VAC staff (please tick what is relevant)	YES	NO
Applicant's first application for Schengen visa?		
Refused Schengen visa? Country and year?		
Applicant traveling alone?		
If no, he/she is accompanied by (family, friends, colleagues...)		
Applicant's documents are complete?		
Due to incomplete documents:		
1) Applicant has been informed that an application without the complete set of documents and proper information according to the above mentioned may result in a refusal of the visa application?		
2) Applicant wishes to submit application.		

Remarks:

SIGNATURES AND AGREEMENT

1) Visa applicant:

I have read and agreed to the terms and conditions valid for this visa application as per above.

Place and date

Signature

2) VAC staff:

Applicant has been informed of the above. The remarks have been completed together with the applicant.

Place and date

Signature