



BUSINESS VISA CHECKLIST		Yes	No
1	Application form and the supplementary form to be filled in completely and signed by the applicant.		
2	Two Recent (less than six months old) passport-size photographs in colour with good resemblance. (3.5cm / 4.5cm).		
3	The Passport should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in the Schengen territory and with at least one blank page to affix the visa		
4	A Demand Draft in favour of 'Royal Danish Embassy', New Delhi for the visa fees (fee subject to change as per the exchange rate).		
5	A Covering letter from the Indian organization or company containing following details:		
(a)	Name and designation of the applicant and also of the signatory (of managerial or executive level) with signature.		
(b)	An outline of the applicant's itinerary, purpose of visit names and addresses of the companies he/she intends to visit.		
6	An invitation letter from the Danish / Icelandic company containing following detail:		
(a)	Name of the applicant invited		
(b)	Dates of the intended stay		
(c)	Purpose of the visit		
(d)	Nature of costs being covered (boarding & lodging)		
7	Overseas travel medical insurance valid for all Schengen-countries .The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure.		
8	Confirmed return air ticket.		
9	Evidence of source of Financial support such as :		
(a)	Bank statement for last six months / Credit card statement / Sponsor letter / Foreign exchange endorsed on the passport		
(b)	In case applicant is the proprietor / owner of the company, company's bank statement, proof of paid income tax, company memo, partnership deal, establishment license or proprietorship etc are required.		
(c)	In case of visit being sponsored by the company, sponsorship letter with full details and bank statement for last six months of the company required.		
10	In case of visit being sponsored by guarantor/ reference in Denmark/ Iceland, the guarantor/reference is required to furnish the following:		
(a)	A sponsorship letter (not older than 6 months) issued by the reference in Denmark.		
(b)	The sponsorship letter to specifically contain the applicant name, address, relationship with the guarantor/ reference (proof to be attached), duration of stay & the nature of costs being sponsored.		
11	In case of first visit, in addition to the business correspondence with the concerned Danish / Icelandic company, copy of relevant and latest educational certificate is also required. (only highest degree)		
12	Two copies of first and last page of the passport to be submitted.		
13	In case of Frequent Travellers Medical Travel Insurance - Declaration form to be filled and signed by the applicant.		

Note: Applicant could be asked for additional documents or may be called for an Interview if desired by The Embassy of Denmark, New Delhi.
The visa fee, according to Schengen regulations, is non-refundable.

VFS Staff: Name Signature