



EMBASSY OF DENMARK - According to Schengen regulation (Handbook of Visa Code) article 7.10 it is the applicant who needs to submit the necessary documents to be granted a visa and the Embassy should not make further investigation into an application if the application is not sufficiently documented. - Failure to submit the required documents might lead to a refusal of the application.

Checklist for Business Visa Application		Yes	No	Original returned to applicant/date	Note
1	I acknowledge the visa regulations				
2	A completed and signed application form, 'Application for Schengen Visa'				
3	Filled in VU1 online form (downloaded from DK Immigration Homepage) or explanatory invitation letter from company				
4	Passport with at least two blank pages, valid for at least 3 months after leaving the Schengen territory				
5	All previous passports (copy of bio page and of all Schengen, UK, Australian or US visas)				
6	Two passport size color photographs (35 mm x 45 mm) full face, light background, no older than six months				
7	Cover letter from the applicant addressed to the Embassy of Denmark, explaining in details the purpose of the visit.				
8	Letter from present employer/owner, stating purpose of the visit				
9	Original bank statement for the last six months, both company and personal (original and photocopy)				
10	Documents showing establishment in Bangladesh, (e.g. financial documents, partnerships, ownership of real estate, marriage certificate, birth certificate of children) (encircle which and/or write others)				
11	Health and Travel Insurance for Schengen (original and photocopy)				
12	Proof of accommodation or hotel reservation at destination				
13	Copy of booking/s for travel (flight, train, boat etc.) for the entire period of travel				
14	Travel programme, if any				
15	Personalized invitation letter from the company in the Member state				
16	Proof of the existence of trade relationship (e.g. contracts, payment of invoices, list of orders)				
17	Documents proving the business activities of the company. Examples: Annual business register, extract of commerce register, annual report				
18	Documents proving the applicant's employment status in the company; work contract; employer's letter granting leave etc.				
19	Documents proving payment of entrance to exhibitions, trade fairs etc, if and when appropriate				

Please note: If necessary, the Embassy of Denmark might call the applicant for an interview

REMARKS:

Applicant:

Signature/date:

VFS Staff Name:

Signature/date:

According to Schengen regulations the visa fee is non-refundable