



Brussels, 30.8.2017  
C(2017) 5853 final

**COMMISSION IMPLEMENTING DECISION**

**of 30.8.2017**

**establishing the list of supporting documents to be submitted by applicants for short stay visas in Australia, Bangladesh, Ethiopia, South Africa, Thailand and Zambia**

(Only the Bulgarian, Spanish, Czech, German, Estonian, Greek, English, French, Croatian, Italian, Latvian, Lithuanian, Hungarian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Finnish and Swedish texts are authentic)

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THE EUROPEAN COMMISSION,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas (Visa Code)<sup>1</sup>, and in particular Article 48(1) thereof,

Whereas:

- (1) Regulation (EC) No 810/2009 lays down procedures and conditions for the issuing of visas for transit through or intended stays on the territory of Member States not exceeding 90 days in any 180-day period.
- (2) In order to ensure a harmonised application of the common visa policy, Regulation (EC) No 810/2009 provided that within local Schengen cooperation the need to complete and harmonise the lists of supporting documents should be assessed in each jurisdiction in order to take account of local circumstances.
- (3) Local Schengen cooperation in Australia, Bangladesh, Ethiopia, South Africa, Thailand and Zambia has confirmed the need to harmonise the list of supporting documents and has accordingly drawn up a list.
- (4) In the case of applicants known to the consulates for their integrity and reliability, it should be possible for those consulates to waive the requirement to submit one or more of the listed supporting documents, in accordance with Article 14(6) of Regulation (EC) No 810/2009. Moreover, in justified cases, during the examination of an application, it should be possible for consulates to request additional documents, in accordance with Article 21(8) of Regulation (EC) No 810/2009.
- (5) Given that Regulation (EC) No 810/2009 builds upon the Schengen *acquis*, Denmark, in accordance with Article 5 of the Protocol on the position of Denmark annexed to the Treaty on European Union and to the Treaty establishing the European Community and Article 4 of Protocol (No 22) on the position of Denmark, annexed to the Treaty on European Union and to the Treaty on the Functioning of the European Union, notified the implementation of Regulation (EC) No 810/2009 in its national law. Denmark is therefore bound under international law to implement this Decision.
- (6) This Decision constitutes a development of provisions of the Schengen *acquis* in which the United Kingdom does not take part, in accordance with Council Decision

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<sup>1</sup> OJ L 243, 15.9.2009, p. 1.

2000/365/EC<sup>2</sup>; the United Kingdom is therefore not taking part in the adoption of this Decision and is not bound by it or subject to its application.

- (7) This Decision constitutes a development of provisions of the Schengen *acquis* in which Ireland does not take part, in accordance with Council Decision 2002/192/EC<sup>3</sup>; Ireland is therefore not taking part in the adoption of this Decision and is not bound by it or subject to its application.
- (8) As regards Iceland and Norway, this Decision constitutes a development of provisions of the Schengen *acquis* within the meaning of the Agreement concluded by the Council of the European Union and the Republic of Iceland and the Kingdom of Norway concerning the latter's association with the implementation, application and development of the Schengen *acquis*<sup>4</sup>, which fall within the area referred to in Article 1, point B of Council Decision 1999/437/EC<sup>5</sup>.
- (9) As regards Switzerland, this Decision constitutes a development of the provisions of the Schengen *acquis* within the meaning of the Agreement between the European Union, the European Community and the Swiss Confederation on the Swiss Confederation's association with the implementation, application and development of the Schengen *acquis*<sup>6</sup>, which fall within the area referred to in Article 1, point B of Decision 1999/437/EC, read in conjunction with Article 3 of Council Decision 2008/146/EC<sup>7</sup>.
- (10) As regards Liechtenstein, this Decision constitutes a development of the provisions of the Schengen *acquis* within the meaning of the Protocol signed between the European Union, the European Community, the Swiss Confederation and the Principality of Liechtenstein on the accession of the Principality of Liechtenstein to the Agreement between the European Union, the European Community and the Swiss Confederation on the Swiss Confederation's association with the implementation, application and development of the Schengen *acquis*<sup>8</sup>, which fall within the area referred to in Article 1, point B of Decision 1999/437/EC read in conjunction with Article 3 of Council Decision 2011/350/EU<sup>9</sup>.

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<sup>2</sup> Council Decision 2000/365/EC of 29 May 2000 concerning the request of the United Kingdom of Great Britain and Northern Ireland to take part in some of the provisions of the Schengen *acquis* (OJ L 131, 1.6.2000, p. 43).

<sup>3</sup> Council Decision 2002/192/EC of 28 February 2002 concerning Ireland's request to take part in some of the provisions of the Schengen *acquis* (OJ L 64, 7.3.2002, p. 20).

<sup>4</sup> OJ L 176, 10.7.1999, p. 36.

<sup>5</sup> Council Decision 1999/437/EC of 17 May 1999 on certain arrangements for the application of the Agreement concluded by the Council of the European Union and the Republic of Iceland and the Kingdom of Norway concerning the association of those two States with the implementation, application and development of the Schengen *acquis* (OJ L 176, 10.7.1999, p. 31).

<sup>6</sup> OJ L 53, 27.2.2008, p. 52.

<sup>7</sup> Council Decision 2008/146/EC of 28 January 2008 on the conclusion, on behalf of the European Community, of the Agreement between the European Union, the European Community and the Swiss Confederation on the Swiss Confederation's association with the implementation, application and development of the Schengen *acquis* (OJ L 53, 27.2.2008, p. 1).

<sup>8</sup> OJ L 160, 18.6.2011, p. 21.

<sup>9</sup> Council Decision 2011/350/EU of 7 March 2011 on the conclusion, on behalf of the European Union, of the Protocol between the European Union, the European Community, the Swiss Confederation and the Principality of Liechtenstein on the accession of the Principality of Liechtenstein to the Agreement between the European Union, the European Community and the Swiss Confederation on the Swiss Confederation's association with the implementation, application and development of the Schengen *acquis*, relating to the abolition of checks at internal borders and movement of persons (OJ L 160, 18.6.2011, p. 19).

- (11) This Decision constitutes an act building upon, or otherwise related to, the Schengen acquis within the meaning of Article 3(2) of the 2003 Act of Accession, Article 4(2) of the 2005 Act of Accession and Article 4(2) of the 2011 Act of Accession.
- (12) The measures provided for in this Decision are in accordance with the opinion of the Visa Committee,

HAS ADOPTED THIS DECISION:

*Article 1*

- (1) The list of supporting documents to be submitted by applicants for short stay visas in Australia shall be as set out in Annex I.
- (2) The list of supporting documents to be submitted by applicants for short stay visas in Bangladesh shall be as set out in Annex II.
- (3) The list of supporting documents to be submitted by applicants for short stay visas in Ethiopia shall be as set out in Annex III.
- (4) The list of supporting documents to be submitted by applicants for short stay visas in South Africa shall be as set out in Annex IV.
- (5) The list of supporting documents to be submitted by applicants for short stay visas in Thailand shall be as set out in Annex V.
- (6) The list of supporting documents to be submitted by applicants for short stay visas in Zambia shall be as set out in Annex VI.

*Article 2*

This Decision is addressed to the Kingdom of Belgium, the Republic of Bulgaria, the Czech Republic, the Federal Republic of Germany, the Republic of Estonia, the Hellenic Republic, the Kingdom of Spain, the French Republic, Republic of Croatia, the Italian Republic, the Republic of Cyprus, the Republic of Latvia, the Republic of Lithuania, the Grand Duchy of Luxembourg, Hungary, the Republic of Malta, the Kingdom of the Netherlands, the Republic of Austria, the Republic of Poland, the Portuguese Republic, Romania, the Republic of Slovenia, the Slovak Republic, the Republic of Finland and the Kingdom of Sweden. .

Done at Brussels, 30.8.2017

*For the Commission*  
*Dimitris AVRAMOPOULOS*  
*Member of the Commission*





Brussels, 30.8.2017  
C(2017) 5853 final

ANNEXES 1 to 6

## **ANNEXES**

**to the Commission Implementing Decision**

**establishing the list of supporting documents to be submitted by applicants for short stay visas in Australia, Bangladesh, Ethiopia, South Africa, Thailand and Zambia**

## ANNEX I

### **List of supporting documents to be submitted by applicants for short stay visas in Australia**

#### **1. General requirements irrespective of the purpose of travel**

- (a) proof of residence;
- (b) proof of visa status - VEVO (Visa Entitlement Verification Online);
- (c) reservation of return or round ticket, including confirmation of the booking of an organised trip including a detailed itinerary. In the case of transit: visa or other entry permit for the third country of destination; tickets for onward journey;
- (d) proof of financial means in the country of residence (including recent bank statements showing movement of means over a certain period (minimum last three months));
- (e) proof of sponsorship and/or private accommodation (such as invitation from host). Some Member States may require that proof of sponsorship and/or private accommodation is provided by means of a specific form;
- (f) if married or in a partnership, provide a marriage certificate or registered partnership agreement.

#### **2. Documents to be submitted by applicants depending on the purpose of travel:**

##### **a) Tourism or visiting family/friends**

A document from the establishment providing the accommodation or any other appropriate document indicating the accommodation envisaged.

##### **b) Business, conference, cultural, religious or political event**

- (i) Official invitation letter from a firm, host organisation, educational establishment or an authority to attend meetings, conferences or events, containing detailed information concerning:
  - address and contacts of the inviting entity;
  - name and position of the countersigning person;
  - purpose and duration of stay;
  - person or entity who will bear the travel and living costs (if applicable);
- (ii) Documents proving the applicants employment status in the company (for example, contract, proof of social security contribution).

##### **c) Medical treatment**

- (i) a certificate from a medical doctor and/or a medical institution advising that the treatment is necessary;
- (ii) an official document from the receiving medical institution confirming that it can perform the specific medical treatment, an estimation of costs and an indication that the patient will be accepted accordingly;
- (iii) proof of prepayment **or** sufficient financial means to pay for the medical treatment and related expenses.



## ANNEX II

### **The list of supporting documents to be submitted by applicants for short stay visas in Bangladesh**

#### **1. General requirements irrespective of the purpose of travel**

- (a) proof of financial means in the country of residence;
- (b) personal bank statements, credit card statements or balance covering the last six months complemented by any other proof of financial solvency.
  
- (c) documents related to the itinerary:
  - (i) copy of the roundtrip airline reservation with Passenger Registration Number (or reservation number) and travel itinerary. If relevant, the entry permits for the next destination(s) of the trip;
  - (ii) in the case of transit: visa or other entry permit for the third country of destination; tickets for onward journey.
  
- (d) documents related to civil status:
  - (i) marriage certificate (married applicants);
  - (ii) divorce certificate "talak namah" (divorced applicants);
  - (iii) death certificate, (widows or widowers);
  - (iv) birth certificate (children).
- (e) If minor:
  - (i) consent of parents or custodian if both parents are not travelling together;
  - (ii) photocopy of passport of parents or legal guardian;
  - (iii) proof of economic means of parents or legal guardian (refer to point 1.);
  - (iv) original birth certificate of the minor issued by responsible authority.

#### **2. To be submitted when travelling for the purpose of tourism**

- (a) if visiting family or friends, proof of sponsorship including proof of family/ties with the sponsor, letter of invitation, specific countries may request additional supporting documentation, (see list of country websites for details);
  
- (b) hotel confirmation or hotel voucher for the whole duration of the stay, or other documents proving accommodation
  
- (c) if employed by a company in Bangladesh: Certificate of employment mentioning:
  - (i) address, telephone and fax number of the company;
  - (ii) name and position in the company of the countersigning officer;
  - (iii) name of applicant, position, salary and number of years of service;
- (d) certificate of leave absence.
  
- (d) if self-employed:
  - (i) trade licence issued by City Corporation and Incorporation Certificate issued by Office of Registrar of Joint Stock Company, if applicable;

- (ii) TIN Certificate;
  - (iii) company Bank Statement for six months.
- (e) if student:
- (i) proof of enrolment in educational establishment in Bangladesh;
  - (ii) certificate of leave absence if travelling during school year. The certificate should mention full address, telephone number, permission of absence; name and function of the person granting permission;
  - (iii) if school trips, letter of the school mentioning the purpose, the duration and the destination.
- (f) if travelling with spouse and/or children: Marriage certificate issued by a responsible authority.
- (g) family member of an EU/EEA citizen:
- (i) there is an EU citizen from whom the visa applicant can derive any rights;
  - (ii) the visa applicant is a family member (e.g. a marriage certificate, birth certificate, proof of dependency, durability of partnership) and his identity (passport);
  - (iii) the visa applicant accompanies or joins an EU citizen (e.g. a proof that the EU citizen already resides in the host Member State or a confirmation that the EU citizen will travel to the host Member State);
- (h) non-Bangladeshi applicants who have valid residence status in Bangladesh:
- (i) Bangladeshi Residence Permit valid for at least three months beyond the intended date of departure from the territory of the Member States;
  - (ii) Proof of the intention of carrying out the onward journey: copy of continuation ticket or reservation;
  - (iii) Documentation about activity upon return in Bangladesh, e.g. work contract or proof of enrolment in a university or school.

### **3. To be submitted when travelling for the purpose of business**

- a) hotel confirmation or hotel voucher for the whole stay or other documents proving accommodation.
- b) if employed:
  - (i) letters of the company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc.;
  - (ii) trade licence of the Company in Bangladesh and/or Memorandum of Articles of Association (if applicable).
- c) if self-employed:
  - (i) trade licence issued by City Corporation and Incorporation Certificate issued by Office of Registrar of Joint Stock Company, if applicable;
  - (ii) Income tax return;
  - (iii) company bank statement for six months.
- d) invitation from the visited company:

The letter should incorporate relevant personal data of the invited, length of the invitation, reason and activity to develop in the Member State during the visit.

e) proof of recent business contacts:

Evidence of former and current transactions in Bangladesh and/or abroad (eg: bill of lading, receipts, contracts, correspondence).

f) if commercial fairs or congress:

- (i) proof of attendance through either letters of invitation from the organiser of the event, or payment of the registration fee;
- (ii) programme of the event.

#### **4. Airport Transit**

- (i) valid visa for the country of next or final destination;
- (ii) proof of the intention of carrying out the onward journey: copy of continuation ticket or reservation.

#### **5. To be submitted when travelling for journeys undertaken for political, scientific, cultural, sports or religious events or other reasons**

- (i) invitation letter from the organizer that should incorporate relevant personal data of the invited, length of the invitation, reason and activity to develop in the Member State during the visit;
- (ii) entry ticket or pass for events for which these are normally issued;
- (iii) enrolments or programmes stating (wherever possible) the name of the host organisation and the length of stay or any other appropriate document indicating the purpose of the journey;
- (iv) hotel confirmation or hotel voucher for the whole duration of the stay or other documents proving accommodation;
- (v) payment of the registration fees when applicable;
- (vi) sponsorship letter when applicable;
- (vii) if available any information confirming that the applicant has a specific background for undertaking the travel for these reasons;
- (viii) where relevant, proof of enrolment for a (short) course in the Member State of destination.

#### **6. To be submitted when travelling for journeys of members of official delegations who, following an official invitation addressed to the government of the third country concerned, participate in meetings, consultations, negotiations or exchange programmes, as well as in events held in the territory of a Member State by intergovernmental organisations**

- (i) a letter issued by an authority of the third country concerned confirming that the applicant is a member of the official delegation travelling to a Member State;
- (ii) Note Verbale from the Ministry of Foreign Affairs confirming the purpose and length of the official visit;
- (iii) government Order (GO) confirming the purpose and length of the official visit and that the applicant has been given authorization to leave Bangladesh for the mentioned purpose.

**7. To be submitted when travelling for the purpose of medical treatment**

- (i) an official document of the medical institution confirming necessity for medical care in that institution;
- (ii) written confirmation of appointment with a hospital or medical doctor in the Member State;
- (iii) information regarding the estimated duration of the treatment;
- (iv) proof of sufficient financial means to pay for the medical treatment and proof of prepayment if applicable.

**8. To be submitted by seafarers**

a) employment contract

- photocopy of the working contracts of the seafarer in order to board the ship;

b) invitation letter from the maritime agency;

c) seaman's book;

d) invitation from the maritime agency of the Member State where the sailor will join the boat. The invitation needs to be signed and with the seal of the Agency and include the following data:

- (i) name and family name of the seafarer;
- (ii) place and date of birth, passport number, seaman's book number;
- (iii) date of issue, period of validity;
- (iv) position of the sailor at the boat (if there are many sailors their information can be included in a list signed and sealed, as an annex of the invitation letter);
- (v) date and airport of entry into the territory of the Member States;
- (vi) name of the boat;
- (vii) port of boarding;
- (viii) duration of the contract;
- (ix) itinerary that the seafarer will follow to arrive in the Member State of destination.

In the letter of invitation, the maritime agency from the Member State should indicate the name and address of the Bangladeshi agency which collaborates with her or which will be in charge of presenting the visa applications or that will be in charge of taking care of the seafarer once he arrives in the Member State in order to transport him to the sea port to board.

If the application is presented by a maritime agency of Bangladesh, letter of invitation of the Bangladesh agency that includes a list of the seafarer(s), in which is stated their employment on the ship.

## ANNEX III

### **List of supporting documents to be presented by applicants for short stay visas in Ethiopia**

#### **1. All applicants**

- (i) preliminary ticket booking or travel itinerary (it is not necessary to buy a flight ticket at this stage);
- (ii) proof of accommodation;
- (iii) recent bank statement covering the minimum last three months and/or personal bank saving book;
- (iv) any other documents relating to the applicant's financial status and personal ties in Ethiopia, such as title deeds or lease agreements for property, vehicle registration card, etc., marriage certificate, birth certificate/s of children.

#### Employed persons:

- a) a dated and signed letter from the current employer containing the following information:
  - (i) the applicant's personal data, function/profession;
  - (ii) terms of employment (temporary or permanent);
  - (iii) starting date of employment;
  - (iv) monthly net salary;
  - (v) granted leave days;
  - (vi) date and contact details of the employer.

#### Self-employed persons:

- b) original
  - (i) trade/business license;
  - (ii) tax registration;
  - (iii) business registration (city administration);
  - (iv) bank statement for business account (for the last three months, as a minimum).

#### Retired persons:

Documents proving the pension or other financial support.

## **2. Additional requirements for applicants travelling for purpose of business and conference**

- a) signed letter of invitation from the inviting organization abroad. The invitation must contain the following information:
  - (i) the applicant's personal data;
  - (ii) the reason for the visit to the Member State of destination;
  - (iii) period of intended stay in the Member State;
  - (iv) who will be responsible for supporting the applicant financially during the stay in the Member States;
  - (v) date and contact details from the inviting organization abroad.

Some Member States may require that proof of sponsorship and/or private accommodation is provided by means of a specific form.

- b) signed letter from current employer or organization containing the following information:
  - (i) the applicant's personal data;
  - (ii) the applicant's function/profession;
  - (iii) terms of employment (temporary or permanent);
  - (iv) number of years with employer/organization;
  - (v) purpose of the visit;
  - (vi) who will be responsible for supporting the applicant financially during the stay in the Member States.
- c) if the applicant is to attend a conference which requires prior registration, proof of registration and receipt for registration fee.

## **3. Official visits**

- a) invitation;
- b) Note Verbale from Ministry for Foreign Affairs, Embassy or International Organisation, including personal data, function in the administration, purpose of the visit, dates of the visit;
- c) if available, a letter from the relevant ministry/organization.

## **4. Additional requirements for applicants travelling for the purpose of tourism**

- a) detailed travel itinerary;
- b) hotel / Accommodation reservation.

**5. Additional requirements for applicants travelling for purpose of visiting family and friends**

invitation, including a free text invitation letter. Some Member States may require that proof of sponsorship and/or private accommodation is provided by means of a specific form. Minimum requirements:

- (i) name and address of both host and applicant;
- (ii) relation between host and applicant;
- (iii) purpose and duration of stay (date of arrival and departure);
- (iv) indication of person covering the costs;
- (v) if host is paying for the trip, documentation on occupational / financial situation of the host.

**6. Additional requirements for applicants travelling for purpose of short-term study and research**

- a) Letter of acceptance from the Member State's educational institution. The letter must contain the following information:
  - (i) the applicant's personal data;
  - (ii) indications of the course that the applicant has been admitted to/what research work to be done;
  - (iii) course/research duration;
  - (iv) information about the language in which the study program /courses will be held/taught;
  - (v) who will be responsible for supporting the applicant financially during the stay in the Member State;
  - (vi) date and contact details from the Member State's educational institution.

b) signed letter from your educational institution in Ethiopia containing your personal data, name of institution, contact details, course enrollment and number of years at institution.

c) final qualification achieved: either High School Education Certificate entitling to access to University OR Post-secondary education, Diploma or Bachelor which has to be: Certified "true copy" from the relevant Institution, College or University duly legalized by the competent authority. Accompanied by the transcript and student academic record.

**7. Additional requirements for applicants travelling for purpose of sport events**

- a) signed letter of invitation. The invitation must contain the following information:
  - (i) the applicant's personal data;
  - (ii) the name and date(s) of the event in the Member State;

- (iii) if the event organizers will cover any expenses and/or insurance of participants;
  - (iv) date and contact details of the organizer
- b) if the applicant is part of a group or representing an organization, a dated and signed letter from the group leader or organization is required, which needs to state the following:
- (i) the applicant's personal data;
  - (ii) information on specific function held within the group/organization;
  - (iii) the applicant's previous sport results (national and/or international);
  - (iv) the applicant's level of competition;
  - (v) the name of the responsible person or organization for the financial support during the period of stay in the Member States.
- c) sponsorship agreement (in case the sponsor covers the costs).
- d) confirmation of participation in the sports event from the relevant Ethiopian sports federation.

## **8. Additional requirements for applicants travelling for the purpose of medical treatment**

- a) a letter from the medical institution or doctor in the Member State of destination indicating the following:
- (i) the contact with the local doctor;
  - (ii) nature of the treatment;
  - (iii) estimated time for recovery;
  - (iv) the need for return visits;
  - (v) the cost of treatment;
  - (vi) the mention that the patient is accepted;
  - (vii) the indication that the treatment can be performed;
  - (viii) the indication that the medical institution or doctor agrees with the intended method of payment.
- b) a letter drafted and signed within the last 3 months by the applicant's local doctor in Ethiopia providing background information about the medical treatment and confirming the need of specific medical treatment to be provided abroad or examination report by the cooperation doctor of the Embassy.
- c) proof of pre-payment of the treatment or other proof of sufficient financial means to cover the medical treatment (and related expenses).
- d) proof from the medical institution showing that it agrees with your intended method of payment.



- e) in some cases, additional medical consultations may be required to confirm the diagnosis prior to finalizing the visa process.

**9. Additional requirements for minors (under the age of 18 years)**

- a) original of birth certificate;
- b) copy of both parents' ID-cards and passports, if applicable (all pages containing any type of information);
- c) legalized written consent letter from both parents if the minor travels alone, or from the parent that is not accompanying the child when travelling;
- d) if either one of the parent is absent or deceased this must be supported by a court decision or a death certificate when applicable;
- e) if the legal guardian is someone else apart from the parent as stated in the birth certificate a custody order must be submitted proving the legal guardianship;
- f) a letter from school containing the minor's name, name of parents, grade, number of years at school, school holidays, contact details, date and name of school representative;
- g) if the minor travels with a group: a complete list of names of all group members travelling and name of person in charge of the group.

**10. Additional requirements for non-Ethiopian applicants residing in Ethiopia**

Copy of the applicant's Ethiopian residence permit. If the applicant intends to return to Ethiopia, the residence permit should be valid for at least 3 months after the planned stay in the territory of the Member States. In case the applicant does not intend to return to Ethiopia: proof that the entry to country of origin or any other third country is guaranteed.

## ANNEX IV

### **List of supporting documents to be presented by applicants for short stay visas in South Africa**

#### **1. General requirements for all applicants**

- a) round trip reservation and detailed itinerary including dates and flight numbers specifying the dates of entry and exit from the territory of the Member State;
- b) proof of sufficient means of subsistence during the intended stay: bank statement for the past three months, unless all the expenses are covered by the employer or the host;
- c) **non-South African nationals:** South African residence permit or temporary residence permit valid at least three months beyond the planned stay in the territory of the Member States;
- d) if the applicant does not intend to return to South Africa but go either to his country of origin or another third country, a reasonable proof of their intention is needed e.g. work contract in the new destination, or proof of enrolment in university/school or a rental agreement.

#### **– Minors:**

- a) the minor's birth certificate
- b) certified copies of ID/passport of both parents;
- c) if the minor travels alone: certified parental consent by both parents;
- d) if the minor travels with only one parent, the other parent must produce the certified consent. If only one parent has guardianship of the minor, the relevant court documents must be presented.

#### **2. Document to be submitted when travelling for the purpose of tourism, business or study**

- a) proof of accommodation for the duration of the intended stay. If accommodation costs are covered by another entity, this must be clearly stated in the invitation letter;
- b) if applicant is staying with a relative or friend, an invitation letter mentioning this must be submitted.

The invitation letter must clearly identify the host and the invitee (name, address, birthdate, official identification number, occupation and permanent residence); the purpose of the visit; length of stay and accommodation status (where will the invitee stay and who pays for it). Some Member States may require that proof of sponsorship and/or private accommodation is provided by means of a specific form;

- c) in case of a pre-paid tour, details of the tour with a proof of payment to the tour operator should be provided;

- d) proof of employment: a letter from company stating monthly wages, continuing employment after period of leave and duration of vacation etc.;
- e) if self-employed: a certification from SA Companies and Intellectual Property Commission or SA Revenue Service is required;
- f) if student: Letter from school/college/university in South Africa certifying the student status of the applicant.

**3. Documents to be submitted when attending specific events, such as conferences, workshops, short term studies and research, official meetings, cultural and sports events, exhibitions, fairs, training, etc.**

- a) for persons attending sports events, exhibitions and fairs: presentation of a document proving the participation of the applicant in the event;
- b) for other events: an invitation from the host or a company in the Member State of destination is needed. The invitation should include clear identification of both the entity issuing it and the invited applicant; nature, duration and venue of the event; applicant's role in the event and the link between the host and the invited applicant;
- c) for participation in conferences: a proof of registration and payment;
- d) official visits: a *note verbale* from the Department of International Relations and Cooperation or any other relevant South African Ministerial Department is required.

If expenses are covered by the host and/or by the employer this needs to be clearly established in the invitation letter or *note verbale*, as appropriate.

**4. Transit**

If the applicant intends to enter the territory of a Member State, however, short the stay will be (including change of airport, going from airport to train or bus station or even change terminals when that entails entering the territory of the Member State), he/she must apply for a short stay visa.

**5. Airport transit**

Proof of entry permit for the country of final destination

## ANNEX V

### **List of supporting documents to be submitted by applicants for short stay visas in Thailand**

#### **I. General requirements**

- a) **proof of identity;**
- b) copy of name change certificate, if relevant.

#### **2. Proof of occupation**

- a) *if employed:* a company registration and a statement of employment, indicating the number of vacation days granted, the position in the company and the monthly salary;
- b) *if self-employed:* evidence of business ownership (company registration).

#### **3. Minors (below 18 years of age) travelling without legal guardian(s)**

- a) birth certificate;
- b) proof of custody, (e.g. marriage certificate, divorce certificate, registration of residence);
- c) *if the legal guardian(s) is/are not present at the time of submission of the application:* the original letter of consent from legal guardians, verified by a legal entity (e.g. municipal registration office or court).

#### **II. Documents to be submitted depending on travel purpose:**

##### **1. Tourism**

- a) reservation for a hotel or other proof of accommodation for the duration of the entire stay;
- b) an itinerary of the planned trip if several countries are visited;
- c) proof of a round-trip airplane reservation;
- d) *if travelling in an organised trip:* a certificate or voucher (original) from a travel agency or tour operator confirming the booking of an organised tour;
- e) bank statements covering the last three months, including bank account movements of the applicant or the person covering the cost of the trip, or other proof of **sufficient means of subsistence for the intended entire journey and the duration of stay;**
- f) copy of Real Estate Property (title-deed), marriage certificate, birth certificate of children, if relevant.

##### **2. Business**

- a) invitation letter in original from the business associate or company in the Member States, stating the purpose, financial cover and the length of the visit (in original and written on company letterhead paper);

- b) original certificate of employment or equivalent from the company or organisation in Thailand – stating position, length of employment, salary, purpose and duration of the trip, and who will absorb the expense for the visit;
- c) trade fair entry tickets and an invitation stating purpose and duration of the trade fair, if relevant;
- d) bank statement of the last three months from the entity that is covering the cost of the trip.

3. **Visiting family or friends**

- a) **proof of sponsorship** if *an inviting party is financing your stay in the Member States*. Some Member States may require that proof of sponsorship and/or private accommodation is provided by means of a specific form;
- b) *proof of relationship with the host or inviting party*: as applicable, a birth or marriage certificate or family book, a photocopy of the bio data page of the passport and travel history of the sponsor in case of non-legal relationship, proof of correspondence (boyfriend / girlfriend);
- c) copy of real estate property (title-deed), bank account, marriage certificate, birth certificate of children (if relevant, or other proof of social or financial ties in Thailand

## ANNEX VI

### **List of supporting documents to be submitted by applicants for short stay visas in Zambia**

#### **General requirements for all applicants**

##### **1. General**

- a) flight reservation and complete intended itinerary, if possible covering the whole intended journey throughout the territory of the Member States, including return;
- b) for Zambian citizens: Copy of the National Registration Card;
- c) for non-Zambians living in Zambia: Visa or residence permit in Zambia valid at least three months beyond the applicants' intended departure from the territory of the Member States.
- d) if the non-Zambian national does not intend to return to Zambia, the applicant should present proof that entry to his/her country of origin or any other third country is guaranteed.

##### **2. Verifiable evidence of sufficient means of subsistence during intended stay**

- a) applicant's own means in Zambia:
  - (i) original bank account statements stamped by the bank showing movements over the last 3 months; or
  - (ii) formal obligation by a third person to cover the applicant's stay, including proof of identity and of financial means of that person (e.g. bank account statements).
- b) other verifiable evidence such as:
  - (i) if the applicant is employed: employment contract or recent employer statement, including information on monthly salary;
  - (ii) if the travel costs are covered by a company/organisation: Signed letter to that effect, certificate of registration, company bank statement of the past 3 months;
  - (iii) other means: Regular income, e.g. generated by property, social benefits.

##### **3. Proof of integration into the country of residence**

- a) proof of employment/self-employment:
  - (i) if the applicant is employed: Recent letter from employer indicating the employment status of the applicant within the company as well as the duration of the contract and duration of employment, salary slips stamped by the company (or equivalent), NAPSA;<sup>1</sup>
  - (ii) if the applicant is a company owner or self-employed: Certificate of registration of the company as well as company shareholder certificate from PACRA<sup>2</sup>; tax return form.

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<sup>1</sup> National Pension Scheme Authority

<sup>2</sup> Patents and Companies Registration Agency

- b) proof of family ties: marriage certificate, birth certificate of the children of the applicant to prove ties to the home country. If applicable: proof of other special circumstances, e.g. nursing care of family member due to serious illness/disability etc.

#### **4. If the applicant is minor**

- a) minor's birth certificate
- b) certified copies of ID/Passport of both parents
- c) the consent of a parent or legal guardian is required only if the minor is going to travel alone or with only one of the parents. Exceptions will be made, if the minor travels with the person who has exclusive parental authority.
- c) if the child travels with only one parent, the other parent must produce the certified consent.
- d) if only one parent has guardianship of the minor, the relevant court documents must be presented.

### **B. Additional requirements depending on the purpose of travel**

#### **1. Tourism**

- a) proof of accommodation for the whole duration of the intended stay, throughout the territory of Member States: document from the hotel/establishment providing accommodation or any other appropriate document indicating the accommodation envisaged, e.g. proof of real estate property.
- b) confirmation of the booking of an organised trip or any other appropriate document indicating the envisaged travel plans, e.g. individual booking of planned activities, guided tours, event tickets.

#### **2. Family or private visit**

- a) for family visits: proof of family ties with the referent/inviting person
- b) proof of accommodation for the whole duration of the intended stay in the territory of Member States:
  - (i) in case of stay at a private address of family or a friend: a written and signed invitation. Some Member States require that a specific form be used for the invitation letter. For others, the signature on this invitation should be legalised by the competent authorities.
  - (ii) other document from the hotel/establishment providing accommodation or any other appropriate document indicating the accommodation envisaged, e.g. proof of real estate property.

#### **3. Business**

- a) invitation from a company or authority to attend a meeting, conference or event (including the purpose of invitation, the identity of invited person and the intended length of stay), or other proof of purpose of stay , e.g. entry ticket for fair/congress
- b) documents from employer confirming travel and showing purpose, business activities, applicant's position in the company

#### **4. Medical treatment**

- a) a certificate from a local medical institution in Zambia confirming the need of specific medical treatment to be provided in the destination country.
- b) an official document of the medical institution in the Member State of destination confirming that it has committed to performing the specific medical treatment and that the patient will be accepted accordingly.
- c) an estimate of the anticipated length of stay of the patient in hospital before being released to return to Zambia.
- d) proof of pre-payment of the treatment or other proof of sufficient financial means to cover the medical treatment and related expenses, such as additional insurance coverage.

#### **5. Research or training**

- a) certificate of enrolment at an educational establishment in the Member State of destination for the purposes of attending vocational or theoretical courses within the framework of basic and further training.
- b) if applicable, work permit or other relevant permits in relation to the research or training.
- c) letter of the institution sending the concerned applicant mentioning: the full address, telephone number of the school, reason and permission for absence, name and function of the person giving the permission.

#### **6. Official purposes**

A letter issued by the Zambian authorities confirming that the applicant is a member of the official delegation travelling to a Member State to participate in an event, accompanied by a copy of the official invitation.