



# BLS

## BUSINESS Visa

All applicants must come in person to the Visa Application Centre. Upon consideration of the non exhaustive list of the following documents, further supportive documentation may be requested in each individual case.

**You are informed that the lack of any of the documents below, might result in the refusal of the visa application.**

1. **Schengen Visa application form:** The application must be completed, dated and signed with BLUE ink.
2. **ONE photograph** (glued to the application): the photo must be recent (4,5cm x 3,5cm), clearly showing the face, the forehead hairline and ears on a white background.
3. **Passport** (Original and Photocopy of the identity pages). The passport must be valid for a minimum of 3 months from the date of completion of their stay in the Schengen territory, with at least two blank pages available to stamp the visa.  
**Photocopy of previous Schengen visas** within last 3 years and other third countries valid visas in the last year if available.
4. **Singapore IC:** Original and photocopy of both sides (e.g. Employment card/S pass/Dependent pass/ Student pass/ Work permit/PR card) and copy of the document indicating the expiry date of IC. Re-entry permit for PR should be provided too. This document must be valid for at least 3 months beyond the intended date of departure from the Schengen territory. In the case that current Singapore IC is in process of renovation, in-principal approval letter must be provided.
5. A booking for a **round-trip airline ticket** or printout of a confirmed reservation with the applicant's name (final destination must be outside Schengen territory).
6. A travel itinerary including **hotel reservation or similar confirmation of accommodation** for the entire trip in the Schengen area.
7. **Travel/medical insurance:** covering medical expenses, repatriation and evacuation for medical reasons and repatriation of mortal remains for at least 30,000 EUR or its equivalent in SGD, per each stated benefit and valid for the entire Schengen area for the duration of the applicant's planned stay. COPY OF THE PAGES OF YOUR POLICY WHERE YOUR NAME, GEOGRAPHICAL AREA AND PERIOD OF COVERAGE IS STATED ALONG WITH THE SCHEDULE OF BENEFITS AND AMOUNT COVERED must be submitted.
8.
  - A **letter of invitation** from the applicant's business partner in Spain stating the purpose and duration of the business trip. (Official letter, stamped, registered number and signed)
  - If the applicant is attending a conference/fair, **confirmation letter of conference/fair participation and receipt of registration.**
9.
  - **Employees:** Updated **guarantee letter from the applicant's employer**, stating the details of the applicant, employment duration, designation, purpose and duration of trip. When applicable, the company should confirm taking full responsibility for applicant's expenses and medical insurance. (The letter has to include the insurance policy number if applicant's name does not appear on the insurance policy).
  - **Self employed:** Applicants who have their own business must provide an **updated** copy of business registration (ACRA Singapore).
10. **Proof of the applicant's financial circumstances** by means of the **latest 6 months of bank book statements, or bank account statements or fixed deposit statements (Transactions included).** The NAME of the account holder must be the applicant's name and has to appear in the statements. Singapore bank accounts in either SGD; EUR; or USD will be accepted.