

CHECKLIST – BUSINESS

Please specify:

DD MM YYYY

Intended date of travel to the Schengen territory:

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Between your date of application and date of travel to Spain, do you intend to travel to any other country? If yes, please specify:

Date of travel:

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Country:

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Minimum documentation for Business Visa:

SL.	Documents	Yes	No
1	One Spanish Schengen visa application form (fully completed, dated and signed). In case of minors (under 20 years). Both parents (and just one) must sign application form if sole custody is proved.		
2	Itinerary: Trip dates and accommodation for each day , Entries and exit from each Schengen country		
3	Confirmed return flight tickets (Round trip and International tickets) .		
4	Confirmed Hotel Accommodation (Show all applicant’s name)		
5	Travel Insurance as per EU guidelines with a minimum coverage of €30,000		
6	Original employment letter (not more than 1 month) or company registration (Business owner) Original Student Certificate or Pensioner Show Proof of Pension or any other economic means.		
7	Original and copy of work permit + Re-Entry visa + Permit to stay (Must be valid before coming back to Thailand)		
8	Original Bank Certificate & Original personal bank statements for last 6 months (issue date not over 1 month and personal saving account only)		
9	Invitation letter, in English or Spanish from the Spanish company - Letter from the host company or authority in Spain, stating purpose, date and relation with the invited company/person. The invitation must be signed and give contact details of the inviting company/person. Conference or fairs: Proof of the applicant’s registration and or participation.		
10	Supporting letter from Thai company mentioning details of trip and “all expenses paid” Original letter from employer confirming purpose of trip, dates, relation with the Spanish company. List of participants		
11	Original bank Certificate & Original Sponsor bank statements for last 6 months (Must be mention applicant’s name on paper, issue date not over 1 month and saving account only) from company		
12	Original Passport & 2 Copies of Passport + Copy of visas obtained in the last 5 years (Schengen, UK, US, Canada, Japan, Australia). Passport valid for at least 6 months beyond the stay in Spain with 2 blank pages		
13	2 recent color white background photographs (not more than 6 months) size 3.5 x 4.5 cm (35x45 mm) with 3 cm covering the face		

Please Note : All document in Thai must be translated into English and submit with copy of original in Thai also

This is not an exhaustive list. Applicants can be requested to submit additional documents or can be called at an interview if required by the Embassy.

The visa fees and the BLS Service fees are non-refundable.

All original documents must accompany with one photocopy.

<p>Declaration:</p> <p>I holder of</p> <p>Passport no..... voluntarily agrees to avail the services of BLS International (Thailand) Ltd. to apply for a Spain visa.</p> <p>BLS Staff:</p> <p>In case of a Travel Agency, name of the agency</p> <p>Contact number of applicant/agency</p> <p>Email Id of the Applicant.....</p> <p>Signature of the Applicant/Agent</p> <p>Date</p>
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