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ANNEXES 1 to 5

**ANNEXES**

**to the Commission Implementing Decision**

**of**

**establishing the list of supporting documents to be submitted by visa applicants in  
Afghanistan, India, Morocco, Singapore and Trinidad and Tobago**

## ANNEX I

### **List of supporting documents to be submitted by visa applicants in Afghanistan**

#### I General requirements for all applicants:

1. original *tazkera* (Afghan identity card) and translation in official language of the Member State of destination or in English
2. evidence of family background (marriage certificate and *tazkeras* of spouse and children)
3. proof of sufficient financial means to cover the costs of the stay (bank statements for the previous six months, saving books)
4. proof of income and socio-professional standing (e.g. letter from the employer stating professional position, monthly salary and holiday granted, documents confirming real estate ownership, company registration, retirement benefits)

#### II Official mission:

Holders of a diplomatic or service passport travelling for the purpose of an official mission: note verbale from the relevant ministry or administration

#### III Documents to be submitted depending on travel purpose:

1. Tourism: flight reservation, hotel reservation
2. Visiting family/friends:
  - a) proof of accommodation in Member State(s) of destination, such as official housing certificate (see the website of the Member State of destination);
  - b) information on the private affairs of those visited, such as identity card, certificate of employment, certificate of house ownership.
3. Professional/business trip:
  - a) letter of invitation (original) proving the purpose of the stay and previous business relations;
  - b) official document issued by administration about existence of the inviting company; and
  - c) balance-sheets for the previous three years, and statements of revenues and expenditures).

## ANNEX II

### **List of supporting documents to be submitted by visa applicants in India**

#### I. Documents to be submitted by all applicants

##### 1. Proof of means of transport

Flight reservation of return or round ticket. If the applicant is travelling to several Schengen States, proof of intra-Schengen flight reservation, train itinerary or car rental.

##### 2. Proof of lodging

Hotel reservations, rental of holiday home or campus residence reservation. If the applicant intends to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host. Individual Schengen States may require applicant to present proof of sponsorship and/or private accommodation by completing a form drawn up by the Schengen State's competent authority (hereinafter 'national form'). If applicant is travelling to several Schengen States, proof of lodging in each of them.

##### 3. Proof of financial means

- Original private bank statement showing movements in the last three months, duly stamped and signed by the bank;
- Indian income tax return acknowledgment for the last two assessment years;
- In addition:

*If the applicant is employed:*

- payslips for the last three months;
- employment contract;
- employers statement on approval for holidays.

*If the applicant is a company owner or self-employed:*

- certificate of registration of the company.

*If the applicant is sponsored:*

- proof of sponsorship and/or private accommodation by completing a national form of the Schengen State concerned (see the website of the Member State of destination)

*If the applicant is retired:*

- pension statements for the last three months;
- proof of regular income generated by ownership of property or business.

4. If the applicant is a minor:

- If the minor is travelling with only one parent, written consent certified by public notary of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor;
- If the minor travels alone (without parents), written consent, certified by public notary, of both parents or guardians having custody or guardianship of the minor;
- Copies of the passport of the parents. If not applicable, birth certificate of the applicant and copies of the ID cards of the parents.

II. Documents to be submitted depending on the travel purpose

1. Business trips:

- invitation from the inviting company or organisation;
- cover letter from the applicant's employer;

Both letters must confirm, as a minimum:

- a) the applicant's identity;
- b) the purpose of the journey (meetings, conferences, training or business related events); and
- c) the period and place of intended stay.

2. Journeys undertaken for the purpose of study, research, or other types of internship:

- certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses, or cover letter from the inviting company;
- student cards or certificates of the establishment at which the applicant is enrolled.

3. Journeys undertaken for the purpose of tourism

- certificate of the travel agency confirming the booking of an organised trip or any other appropriate document indicating the travel plans;
- marriage certificate, if applicant is married and cannot provide evidence of marital status in the passport; copy of ration card, if applicable.

4. Journeys undertaken for the purpose of visiting family/friends:

- marriage certificate, if applicant is married and cannot provide evidence of marital status in the passport; copy of the ration card, if applicable;
- certificate proving the existence of family relationship, if applicant is visiting relatives.

5. Journeys undertaken to attend cultural, sports or religious events and for film crews:
  - invitation, entry tickets, enrolments or programmes.
  - For film crews:
    - a) letter from the film company specifying title, synopsis and shooting locations of film;
    - b) complete list of names of travelling crew members along with their roles;
    - c) letter from the agency in the Schengen State confirming arrangements for film permits;
    - d) certificate of registration with the Indian Motion Pictures Producers Association or Film Chamber of Commerce.
  
6. Journeys of members of official delegations:
  - copy of the official invitation;
  - Note verbale issued by the sending authority(ies) concerned confirming:
    - a) the identity of the applicant
    - b) the purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organisations);
    - c) the period of intended stay;
    - d) the place of stay.
  
7. Journeys undertaken for the purpose of medical treatment
  - certificate from a medical doctor or a medical institution confirming the need for specific medical treatment to be received in the Member State of destination;
  - official document from the receiving medical institution confirming that the specific medical treatment can be performed and patient be accepted accordingly;
  - proof of pre-payment of the treatment;
  - any other correspondence between the sending medical doctor and the receiving medical institution.
  
8. Seafarers:
  - a) Employment contract/appointment letter (showing duration of employment)  
Copy of the seafarer's working contracts/appointment letter in order to board the ship.
  - b) Seaman's book

- c) Invitation from the shipping company/ maritime agency of the Member State where the seafarer will join the boat. The invitation must be signed and bear the stamp of the company/agency and include the following data:
- name and family name of the seafarer
  - place and date of birth, passport number, seafarer's book number
  - date of issue, period of validity of passport and the seafarer's book
  - the seafarer's position on the vessel (if there are several seafarers, their information can be included in a list, signed and stamped, and annexed to the invitation letter)
  - name and flag of the boat
  - port and date of boarding and disembarking
  - itinerary that the seafarer will follow to arrive in the Member State of destination/ transit (including date and entry point (airport) to the Schengen area).

In the letter of invitation, the shipping company/maritime agency based in the Member State should indicate the name and address of the Indian agency it is collaborating with and will be responsible for submitting the visa applications.

The shipping company/maritime agency based in the Member State is also required to indicate that it will bear all responsibility for the seafarer upon his/her arrival in the Member State (including in the event of repatriation) and ensure that he/ she boards the ship.

- d) Flight reservation (if applicable)
- e) If the visa application is presented by a shipping company/ maritime agency of India, a covering letter of invitation by the agency/company including the list of seafarers applying.
9. Airport transit
- Visa or other entry permit for the third country of destination.
  - Documents in relation to the onward journey to the final destination after the intended airport transit.

## ANNEX III

### **List of supporting documents to be submitted by visa applicants in Morocco**

- I. Documents to be presented by all visa applicants:
  1. Proof of residence
  2. Non Moroccans residing in Morocco:
    - Moroccan residence card or proof of application for renewal.
    - civil status (marriage certificate, birth certificate and/or family record book or other (to be presented as relevant).
  3. Means of transport
    - confirmed reservation of a return air, bus or ferry ticket, as applicable;
    - vehicle registration certificate, as applicable.
- II. Documents to be presented depending on the purpose of travel:
  - A. Tourism and family/private visit
    1. Proof of accommodation:
      - confirmed hotel reservation; or
      - proof of invitation (national forms as required by Member States, cf. the website of the competent Member State); or
      - proof of package holiday.
    2. Business persons, traders, self-employed professionals:
      - original registration of commerce of the Moroccan company;
      - original statutes of the Moroccan company,
      - original business licence of the Moroccan company for the current year.
      - original income tax (IGR)<sup>1</sup> statement of the Moroccan company for the current year;
      - original statement of the Moroccan company's latest payment of other taxes;
      - original bank statements of the Moroccan company for the last three months;
      - original bank statements of the applicant's personal account for the last three months;
      - the applicant's professional identity card or certificate from a professional body, as applicable, and/or
      - other proof of assets or other means of subsistence, as applicable (e.g. ownership of company, ownership of property, ownership of agriculture, ownership of land).
    3. Employees:
      - certificate of employment;
      - CNSS<sup>2</sup> certificate of employment;

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<sup>1</sup> *'Impôt Général sur les Revenus'*

- CNSS payment slips for the last three months and wage summary statement; and
  - original last three payslips;
  - original of bank statements for the last three months; and/or other proof of assets or other means of subsistence, as applicable.
4. Retired people:
- proof of pension,
  - original bank statements for the last three months; and/or
  - other proof of assets or other means of subsistence, as applicable.
5. Civil servant
- certificate of appointment
  - original of the last three salary slips,
  - original of bank statements for the last three months, and/or
  - other proof of assets or other means of subsistence, as applicable.
6. Farmer
- proof of farmer status;
  - certificate of agricultural property ownership; and/or
  - Other proof of assets or other means of subsistence, as applicable
7. Minors
- the consent of the parental authority or legal guardian is required if the minor travels alone or only with one parent with the exception of the case in which the single parent with whom the minor is to travel holds the parental authority alone;
  - original of birth certificate or parents' family record book;
  - undertaking to cover costs, signed and certified, with evidence of the parents'/legal representative(s)' socio-professional status based on the categories above; and/or
  - other proof of assets or other means of subsistence, as applicable.
8. Students
- if minor: authorisation to leave the territory from legal representatives signed and certified;
  - school attendance certificate/student card for the current year;
  - original of birth certificate or parents' family record book;
  - undertaking to cover costs, signed and certified, with evidence of the parents'/legal representative(s)' socio-professional status based on the categories above; and/or
  - Other proof of assets or other means of subsistence, as applicable.
9. Unemployed persons

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<sup>2</sup> 'Caisse Nationale de Sécurité Sociale': National Social Security Fund.

- undertaking to cover costs, signed and certified, with evidence of the socio-professional status of the person covering the costs based on the categories above, and bank statements for the last three months, as applicable; and/or
- other proof of assets or other means of subsistence, as applicable.

## B. Business

### 1. Purpose of stay

- travel order from the Moroccan company justifying the visit for business purposes;
- invitation from the business partner in the Schengen State (with period of stay, where applicable);
- proof of business relations with the European company, if relevant;
- entry tickets to the fairs and congresses, if relevant

### 2. Coverage of costs (where applicable):

- undertaking to cover costs by the Moroccan company; or
- proof of sponsorship as required by Member States (cf. the website of the competent consulate).

### 3. Proof of accommodation:

- confirmed hotel reservation or proof of accommodation.

### 4. Means of transport

- confirmed reservation of a return air, bus or ferry ticket, as applicable;
- vehicle registration certificate, as applicable.

### 5. Business persons, traders, members of the professions:

- original and photocopy of the register of commerce of the Moroccan company,
- original and photocopy of the statutes of the Moroccan company;
- original and photocopy of the Moroccan company's business licence for the current year;
- original and photocopy of the Moroccan company's general income tax statement (IGR)<sup>3</sup> for the current year;
- original and photocopy of the Moroccan company's latest payment of other taxes;
- original personal bank statements for the last three months;
- the applicant's professional identity card or certificate from professional body, as applicable;
- original and photocopies of Moroccan company's bank statements for the last three months; and/or
- other proof of assets or other means of subsistence, as applicable.

### 6. Employees:

- certificate of employment;

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<sup>3</sup> *'Impôt Général sur les Revenus'*

- CNSS certificate of employment;
- CNSS payment slips for the last three months;
- original and photocopy of Moroccan company's trade register;
- original and photocopies of the last three payslips;
- original personal bank statements for the last three months;
- original and copy of the Moroccan company's bank statements for the last three months; and/or
- other proof of assets or other means of subsistence, as applicable.

7. Civil servant

- official travel order,
- certificate of employment,
- original and photocopies of the last three payslips,
- original and photocopies of bank statements for the last three months; and/or
- other proof of assets or other means of subsistence, as applicable

## ANNEX IV

### **List of supporting documents to be submitted by visa applicants in Singapore**

- I General requirements
  - 1. A booking for a round-trip airline ticket.
  - 2. A travel itinerary including hotel accommodation reservation or similar confirmation of accommodation for the entire trip.
  - 3. Proof of legal residence in Singapore, valid for at least three months beyond the intended date of departure from the territory of the Member States.
- II. Documents to be presented depending on the purpose of travel
  - 1. Business trip
    - a) A letter of invitation from the applicant's business partner in the Schengen area stating the purpose and duration of the visit.
    - b) A guarantee letter from the applicant's employer, stating the details of the applicant, the employment duration, designation, purpose and duration of travel.
  - 2. Visiting family and/or friends
    - a) A letter of invitation from the person the applicant is visiting in the Schengen area, which may take the form of a proof of sponsorship or private accommodation by means of a national form.
    - b) Proof of the applicant's financial circumstances (such as three months of bank book statements, bank account statements or fixed deposit statements).
    - c) A letter from the applicant's employer confirming the holiday granted.

3. Tourism

- a) Proof of the applicant's financial circumstances (e.g. three months of bank book statements, bank account statements or fixed deposit statements)
- b) A letter from the applicant's employer confirming the holiday granted.

III. Specific requirements for certain categories of travellers

- a) For minors intending to travel without their parents/legal guardians, the application is to be submitted by parents/legal guardians who must present the minor's birth certificate and give their written consent. If parents/legal guardians are not present in Singapore their written consent should be legalised by the relevant embassy, in the place of residence of the parents/legal guardians.
- b) Students must provide proof of enrolment at a Singapore educational institution (university or school).

## ANNEX V

### **List of supporting documents to be submitted by visa applicants in Trinidad and Tobago**

#### 1. General Requirements

##### 1.1. Proof of travel:

- a) Itinerary indicating the travel reservation from transport company or travel agent;
- b) Itineraries must clearly indicate name and date of travel out of and return to the country of origin.

##### 1.2. Proof of solvency of the applicant:

- a) Recent bank statement indicating applicants name and address and showing transactions for at least the last three months from the date of application.

*For students:*

- b) Proof of solvency of parents, or proof of sufficient funds for the entire stay, or the provision of guarantee form;
- c) Student card or copy of the matriculation at the university and student index signed and stamped by the university.

*Additional documents for sports/cultural event:*

- d) Proof of solvency of organisers, or proof of sufficient funds for the entire stay, or the provision of guarantee form.

##### 1.3. People who are not nationals of Trinidad and Tobago: proof of work permit and/or resident permit that is valid for at least three months after the intended date of departure from the Schengen territory.

##### 1.4. Employed applicants: a recent (maximum of two weeks prior to appointment date) signed letter of employment on employers' letterhead indicating as a minimum, job title, salary, period of employment and employment status;

##### 1.5. Self-employed applicants must provide original version and a copy of the certificate of business registration and a recent, official and signed letter from an accountant, bank manager, solicitor, or local Chamber of Commerce confirming self-employment status and/or business ownership.

#### 2. Tourism

##### 2.1. Proof of accommodation (for the whole duration of the intended stay):

- a) Hotel booking;
- or
- b) Deeds of property in the territory of the Member State of destination ;

#### 3. Visiting family/friends

##### 3.1. Proof of accommodation: national form for proof of sponsorship and/or accommodation (see the website of the Member State of destination).

#### 4. Business trip

- 4.1. Accommodation (for the whole duration of the intended stay): Hotel booking;
  - 4.2. Invitation letter from the company in the Schengen area stating who is invited, for how long and for what purpose. If the trip is company-financed, confirmation from the management of the company stating that all costs related to the business trip will be covered.
- 5. Study trip**
- 5.1. Letter from the educational establishment in the Schengen area stating confirming enrolment;
  - 5.2. A recent, official and signed letter from the educational establishment at which the applicant is enrolled, issued a maximum of two weeks prior to appointment date, stating date of issue, name of the applicant, type of studies, number of lessons (hours) per week and confirming attendance record.
- 6. Cultural/sport event**
- 6.1. Invitation letter from the organisers of a cultural/sports event, stating who is invited, for how long and what purpose.
- 7. Additional documents to be submitted by minors:**
- 7.1. Minors (under 18 years of age) must be accompanied by at least one parent when the visa application is made;
  - 7.2. Minor's official birth certificate and one copy;
  - 7.3. Parents' passports and one copy of their passport's bio-data page;
  - 7.4. If the minor is travelling accompanied by only one parent or legal guardian, notarised written consent and a copy of the passport bio-data page of the other parent/guardian must be provided;
  - 7.5. If the minor is travelling accompanied by persons other than parent(s) or legal guardian(s), written consent of the legal guardian (s) for the planned journey with a certified signature and parents' passports and copy of the parents' passport bio-data page;
  - 7.6. In cases where the whereabouts of one parent is not known (e.g. the parent is missing) a notarised affidavit of the parent applying on behalf of the minor(s) should be presented stating that he/she is the only known parent.
- 8. Additional documents to be submitted by applicants who have official or diplomatic status:**
- 8.1. Diplomatic note from the Ministry of Foreign Affairs indicating the purpose of visit and dates of travel.