



Dear Applicant

Your application and documentation will be delivered to the Embassy and your case will be processed by the Embassy as soon as possible.

Please note that your application is **incomplete**. The document(s) highlighted below are missing. The Embassy therefore kindly requests you hand in the below documentation:

Document checklist for Individual Business visa below:

Missing Document (s)	Type of document
	Application form completely filled and signed by the applicant
	One recent (less than six months old) passport-size photograph in color with good resemblance. (3.5cm / 4.5cm)
	The Passport should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in the Schengen territory and with at least two blank page to affix the visa.
	<b>A Covering letter from the Indian organization or company containing following details:</b> <ul style="list-style-type: none"> <li>Name and designation of the applicant and also of the signatory (of managerial or executive level) with signature.</li> <li>An outline of the applicant's itinerary, purpose of visit, names and addresses of the companies he/she intends to visit, period &amp; place of intended stay.</li> </ul>
	A signed invitation letter from the Danish/ Icelandic company containing Name of the invited applicant, Purpose of visit, Dates of the intended stay, Nature of costs being covered (boarding & lodging).
	Overseas travel medical insurance valid for all Schengen-countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure.
	Flight reservations of return or round ticket. If applicant is traveling to several Schengen states proof of intra-Schengen Flight reservation, Train Itinerary or Car rental.
	Proof of accommodation: Hotel bookings or accommodation guarantees covering the whole duration of the intended stay.
	<b>Evidence of source of Financial support such as:</b> <ul style="list-style-type: none"> <li>Original bank statement showing movements in the last three months, duly stamped and signed by the bank.</li> <li>In case applicant is employed pay slips for the last three months, employment contract, employers statement on approval for holidays.</li> <li>In case applicant is the proprietor / owner of the company, company's bank statement, proof of paid income tax, company memo, partnership deed, establishment license or proprietorship etc. are required.</li> </ul>
	In case of first visit, in addition to the business correspondence with the concerned Danish/ Icelandic company, copy of relevant and Highest Educational Certificate is also required.
	Reason letter incase s/he has not travelled on the Previous Schengen Visa.
	One set of <b>Colored copy</b> of the entire passport including blank pages. If having old passport <b>colored copies</b> of first and last page and UK, US, Australia, Canada and Previous Schengen Visa Copies if any.

The Embassy request you to hand in the missing/required documentation **within 3 days from today**. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision on the case based on the present information.

**Please choose one of the following options:**

- I will be coming back to VFS within 3 days with the missing document(s). Signature date below counts as day one of three.
- I do not have the opportunity to hand in the missing documents within 3 days and therefore I would like to postpone the submission of my application.
- I choose to hand in an incomplete application, which may lead to a refusal.

Please tick off the desired choice and sign this confirmation letter.

You can hand in the missing documentation in person to VFS. Please remember to state your passport number and your case number which you will find at the receipt from VFS. Please note, if you chose to send the missing documentation by e-mail to: [delambvisa@um.dk](mailto:delambvisa@um.dk) it will be via an unencrypted connection. Please remember to state your passport number and your case number which you will find at the receipt from VFS.

Kind regards, The Royal Danish Embassy, New Delhi, Visa Section

You could be asked for additional documents or may be called for an interview by the Embassy.

Applicant's Signature

Case Number ID

Passport No.

Date and Place