

CHECKLIST FOR BUSINESS

Name:	Contact No.:
Passport Number:	E-mail Address:

Supporting documents shall be translated in English, Finnish or Swedish and shall be presented in following order. Originals should be presented at the Visa Application Centre, but you only need to submit photocopies of the documents. If certification of photocopies is needed, it is advised on the checklist. The Embassy does not return documents, except for passports, to applicants.

Required Documents	Original	Copy	Remarks (if document is missing or if the condition does not meet requirements)
Schengen visa application form duly completed, dated and signed by the applicant. Recent colour passport photograph , which fulfills ICAO standards (taken within the past six months, white or light background, neutral face expression).			
Passport or other travel document. The travel document must be valid for at least three months after the completion of the journey. The travel document must contain two blank pages. A copy of the personal details page of the passport.			
Flight reservation(s) on the applicant's name.			
If the applicant is employed, he/she should attach a recent letter from the employer. The letter must state the employee's name, their position, their length of service and nature of service (permanent/contractual work). The letter must include the purpose of and duration of this specific business trip visa that is being applied for, as well as the reason for the need for a multiple entry Schengen visa for future travel, if applicable. The letter must be written on a letter head and must have date of issue, address, telephone number and position of signatory. If the applicant is financially supported by his/her employer, this must be clearly mentioned in the letter of employment.			
Self-employed should present a registration document of the business with the relevant South African authority. 1) CIPC, Health Professions Council of South Africa or other applicable authority. 2) Registration with the South African Revenue Service (SARS). 3) If applicable, a SAICA accredited chartered accountant's letter stating the current financial standing of the business.			
Invitation letter from the company or business partner in Finland/in the Schengen Member State territory. If the trip includes visits to several countries within the Schengen Member State territory, all countries to be visited must be mentioned in the invitation letter. NB: The invitation letter should motivate the need for a multiple entry Schengen visa, if it is foreseeable that the applicant will have more business visits to the Schengen Member State territory.			

Proof of accommodation reservation(s).			
Proof of funds: last three months bank statements of a South African bank account. Statements should be drawn from a cheque account/ current account that reflect the salary the applicant is getting. NB: A private person may not be sponsored by another private person. The applicant's financial statements are required in full.			
Travel medical insurance must be valid for the duration of travel. The minimum amount of the insurance coverage is 30,000 (thirty thousand) Euros and it must be valid in the whole territory of the Schengen Member States or worldwide.			
If applicant is not South African by nationality: They must have a valid long-term South African residence permit/visa for non-South African nationals residing in South Africa. The original document must be shown at the Visa Application Centre and a certified copy must be provided with the application set. Certification must be done at the South African Police Service or at a Commissioner of Oaths. If the permit is in an expired/old passport, the old passport must be shown at the Visa Application Centre and a certified copy provided. The South African residence permit/visa will have to be valid for at least another three months after the intended return date from the territory of the Schengen Member States. Please note that a 30 day visitor's visa will not entitle a non-South African to lodge a visa application in South Africa. Citizens of Lesotho and Botswana are also allowed to apply without a long-term SA permit/visa if they reside in the country of their nationality and not in South Africa.			

Applicant to choose as appropriate:

I have understood that I have to submit the above-mentioned missing documents to the Finnish Embassy by _____. I accept that by signing this form that the matter will be decided without the requested documents and that the decision may be to my disadvantage, if I do not submit the documents by the above date.

I do not intend to bring the above-mentioned documents to the Finnish Embassy/Consulate.

Note: The Embassy / Consulate reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant

VISA Fee	
Service Fee	
Courier Fee (If any)	
Other Fees	

Name and signature of Submission officer

Signature of applicant