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ANNEXES 1 to 4

ANNEXES

to the Commission Implementing Decision

establishing the list of supporting documents to be submitted by applicants for short stay visas in Argentina, Brazil, Hong Kong and Macao and Tanzania

ANNEX I

List of supporting documents to be submitted by applicants for short stay visas in Argentina

GENERAL REQUIREMENTS: All applicants must submit:

1) Proof of financial resources

Original bank statements showing transactions in the last three months, credit card valid abroad with proof of credit limit.

In the following cases the applicant must submit the following proof in addition.

- If the applicant is employed:
 - the last three pay slips;
 - employment contract or recent statement by employer.
- If the applicant owns a company or is self-employed:
 - certificate of registration of the company;
 - tax declaration.
- If the applicant is retired:
 - ANSES pension receipt.
- If the applicant is a student:
 - proof of income of parents or family member supporting the student in his/her country of origin or
 - proof of sufficient financial means to cover the expenses of his/her stay in the Schengen area (for example: scholarships or own resources).
- If the applicant has income from other sources:
 - proof of remittances;
 - proof of regular income generated by property;
 - credit card statements showing current balance;
 - marriage certificate or certificate of cohabitation issued by the civil registry office.
- If the applicant is to be sponsored or hosted in private accommodation:
 - proof of sponsorship/private accommodation using the national form required (see website of the Member State of destination).

2) Proof of accommodation (if the applicant is not staying in private accommodation)

- package holiday voucher or
- hotel reservation or

- proof of holiday home rental or
- university campus residence reservation or
- proof of sufficient financial means to cover accommodation expenses for the entire duration of the planned stay in the country or countries of destination.

3) Proof of settlement in the country of residence

- If the applicant has definitive legal residence status in Argentina:
 - a valid residence permit.
- If the applicant's residence status is pending:
 - employment contract or letter from employer or
 - proof of family ties (certificates, court decision, etc.)
 - property deeds and proof of tax status in relation to the property in question or
 - proof of residence.
- If the applicant is a student:
 - certificate of enrolment issued by the establishment where the applicant is studying.

4) Documents relating to the means of transport

Reservation of return journey or round-trip ticket. The applicant will have to prove that he/she has a ticket to leave the territory of Member States.

ADDITIONAL DOCUMENTS

If the applicant is a minor:

- if the minor is travelling with one parent only, written consent of the other parent or guardian except in cases where one parent has full sole care or custody;
- if the minor is travelling alone, written consent of both parents or guardians except in cases where one parent has full sole care or custody;
- copies of the parents' identity cards and the official document proving their relationship with or custody of the minor.

In the case of airport transit:

- visa or other entry permit for the third country of destination;
- tickets for the onward journey (proof that the journey will be continued).

Depending on the purpose of travel:

a) Business

- an invitation from a company or a public body to attend meetings, trade fairs, conferences or events connected with trade, industry or work;
- other documents demonstrating the existence of trade or work relations;

- documents proving the business activities of the company (proof of prior business transactions, certificate of registration of the company, etc.);
 - proof of the reason for the trip signed and sealed by the company (for instance: to continue/finalise negotiations, sign a contract, etc.).
- b) Trips for study or training purposes:
- certificate of enrolment at an educational establishment to attend basic or advanced training courses.
- c) Organised or individual tourism:
- certificate from the travel agency confirming the booking of a package holiday or any other appropriate document indicating travel plans (for instance: the itinerary).
- d) Medical reasons:
- certificate from a medical doctor (designated by the consulate) and/or a medical institution in Argentina or the destination country confirming the need for specific medical treatment in the country of destination;
 - an official document from the host medical institution confirming that it can carry out the specific medical treatment and that the patient will be admitted;
 - proof of sufficient financial means to pay for the medical treatment and related costs or proof of prepayment of these costs.
- e) Participation in political, scientific, cultural, sports or religious events:
- invitations, entry tickets, grant certificates, proof of enrolment or programmes stating (where possible) the name of the host organisation and the length of stay, or any other appropriate document indicating the purpose of the journey.
- f) Members of official delegations who, on official invitation, are taking part in meetings, consultations, negotiations or exchange programmes, as well as events organised by intergovernmental organisations in the territory of a Member State:
- copy of the official invitation;
 - note issued by the authority concerned confirming that the applicant is a member of the official delegation travelling to a Member State to participate in the events listed above.

ANNEX II

List of supporting documents to be submitted by applicants for short stay visas in Brazil

I. Supporting documents to be submitted by all applicants

- Residence permit

Non-Brazilian nationals residing in Brazil: a residence permit issued by the Brazilian authorities (visa, ‘Registro nacional de estrangeiros’, ‘RNE/Cédula de Identidade de Estrangeiro’, ‘protocolo’ etc.), valid for at least three months after the intended date of departure from the territory of the Member State.

- Ticket reservation for return trip to Brazil or to the country of final destination.
- Other requirements

Proof of financial resources in Brazil and proof of integration into the country (for example, proof of employment, property ownership, family ties).

- Additional requirements for minors (under 18)

The consent of a parent or legal guardian is required only if the minor is going to travel alone or with only one of the parents. Exceptions will be made if the minor travels with the person who has exclusive parental authority.

II. Additional supporting documents depending on the purpose of the journey

1. Airport transit

Permission to enter the country of final destination: proof of legal permission (visa, if necessary) to enter the country of final destination.

2. Tourism

- Accommodation: copy of a hotel reservation or proof of other accommodation for the whole period of stay in the country concerned.
- Travel schedule: itinerary issued by travel agency, if applicable.
- Means of subsistence:
 - bank statements for the last three months;
 - proof of payment for package holiday, if applicable;
 - proof of sufficient financial means to cover expenses of stay (credit card valid abroad and accompanied by a bank statement confirming card ownership and funds available; travellers’ cheques; access to current account from abroad, etc.).

3. Visit to relatives/friends

- Invitation from relative or friend in the country of destination

Official invitation from a relative or friend approved by the competent local authorities of the country of destination. Some Member States may also require proof of sponsorship and/or private accommodation by means of a national form (check the website of the Member State concerned).

- Means of subsistence:
 - bank statements for the last three months;
 - proof of sufficient financial means to cover expenses of stay (credit card valid abroad and accompanied by a bank statement confirming card ownership and funds available; travellers' cheques; access to current account from abroad; official document from relative/friend mentioning availability of financial means to cover applicant's expenses, etc.).
- Accommodation

If the applicant does not stay with the person issuing the invitation, a copy of a hotel reservation or proof of other accommodation for the whole period of stay in the Member State of destination

4. Business trip

- Accommodation: copy of a hotel reservation or proof of other accommodation for the whole period of stay in the Member State of destination.
- Company document: official document confirming the applicant's mission and employment status, issued by the local company or institution and/or the company or institution in the Member State of destination, stamped and signed.
- Means of subsistence

Document or letter from organiser if organiser is paying the travel and subsistence costs (otherwise proof of sufficient means of subsistence).

5. Trip for cultural, sports, vocational training, educational or research purpose

- Accommodation: copy of a valid hotel reservation or proof of other accommodation for the whole period of stay in the Member State of destination.
- Official invitation from organiser: official document or letter of invitation from organiser of cultural, sports, vocational training, educational or research event, or letter of acceptance from university or institution in the Member State of destination, stamped and signed.

- Means of subsistence: document or letter from organiser if organiser pays the travel and subsistence costs (national forms for proof of sponsorship and/or private accommodation); otherwise proof of sufficient means of subsistence, see points I, third indent and II, 2, 3 and 4.

6. Medical treatment

- Medical certificate confirming need for treatment.
- Official document of the host medical institution confirming date and duration of the medical treatment.
- Proof of sufficient financial means to pay for the medical treatment or proof of pre-payment for medical treatment and proof of sufficient means of subsistence, see points I, third indent and II, 2, 3 and 4.

ANNEX III

List of supporting documents to be submitted by applicants for short stay visas in Hong Kong and Macao

I. General requirements

1. Round trip reservation(s).
2. Proof of solvency (for example, bank statements for the last three months or another proof of regular income: a letter from the employer stating the name of the employer, the name of the employee, his/her job title, annual salary, date of employment and if relevant, the duration of his/her contract. If the letter of employment is not available it can be substituted by other proof of regular income, for example, a letter from the university in question for students getting a scholarship or proof of pension/insurance/rent payments).
3. Proof of accommodation: for the whole duration of the intended stay. Travel itinerary, providing clear evidence of the applicant's travel plans (transportation booking, itinerary, etc.).
4. Minors (under 18)
 - if the minor is travelling alone or with only one parent: a birth certificate and a notary certificate of permission to travel from legal guardian(s).

II. List of additional supporting documents to be submitted depending on the purpose of travel

1. People travelling for business or a short professional training course

(a) Company registration of the company employing the applicant and original letter from said employer:

- a copy of the company registration on official company paper with stamp and signature, mentioning:
 - full address and contact persons of the company;
 - the name and position of the countersigning officer;
 - applicant's name, position, salary and years of employment;
 - the purpose of the visit;
 - confirmation of position after applicant's return;
 - the person who or the entity that will bear the applicant's travel and living costs.

(b) Invitation letter from the organiser of the event or the training course on official company paper with stamp and signature, mentioning:

- full address and contact persons of the company;
- the name and position of the countersigning officer;
- purpose and duration of the visit;
- detailed programme;

- the person who or the entity that will bear applicant's travel and living costs.

2. People travelling to visit family/friends

Invitation issued at least one day before the visa application is submitted:

- an invitation issued by the host in the country of destination. It should state the name and the contact details (address, phone number/email) of the host and the period and duration of the stay;¹
- copy of passport or residence permit of inviting person;
- bank statement for the last three months (if not possible to submit other proof of source of funds).

3. People travelling to attend cultural/sports events

(a) Invitation from the organiser of the event of the country of destination, on official letterhead paper with stamp, mentioning:

- purpose and duration of the stay;
- detailed programme and itinerary;
- details of accommodation during the period of the intended stay.

(b) Letter from Hong Kong or Macao cultural or sports organisation, on official letterhead paper with stamp, mentioning:

- full address and contact details of the organisation;
- the name and position of the countersigning officer;
- applicant's name, position, salary and years of employment (only for professionals);
- confirmation of participation.

(c) Declaration by the entity that will pay for travel and living costs.

¹ Some Member States may require a national form of sponsorship.

ANNEX IV

List of supporting documents to be submitted by applicants for short stay visas in Tanzania

1. General requirements

- For non-Tanzanian applicants: proof of legal stay in Tanzania (i.e. valid residence permit for Tanzania).
- Information enabling an assessment of the applicant's intention to leave the Schengen area before the expiry of the visa applied for.
 - If the applicant is a student: student card or signed and stamped copy of his/her enrolment at the educational establishment in question.
 - For employees: a signed and stamped introduction letter from the applicant's employer, with at least the following information:
 - address and contact details of the employer;
 - period/duration of stay;
 - purpose of stay;
 - name and position of countersigning officer;
 - For business owners: the business registration document and/or TIN certificate.
- For minors: birth certificate and parental consent.
 - If the minor is travelling without his/her legal guardian, the consent of the parental authority or legal guardian must be provided as a legalised certificate issued by a competent authority or as a form signed on the premises of the consulate where the application is lodged.
 - If the minor is travelling with one of his/her legal guardians, the consent of the parental authority (parents not travelling with their minor child) or legal guardian must be provided as a legalised certificate issued by a competent authority or as a form signed on the consulate premises.
 - Exception: the single parent with whom the minor is travelling has sole legal guardianship.
- Proof of a hotel reservation, or proof that private accommodation will be provided (letter or scanned attachment to email from the host confirming that the host will provide accommodation), or proof of sufficient financial means to cover the applicant's accommodation costs for the whole duration of his/her intended stay in the Schengen area.
- Proof of sufficient means of subsistence for the duration of the stay, such as regular income, e.g. salary slips for at least the last three months, bank statements for at least the last three months.
- If supported by another family member/spouse: additional proof of kinship (birth certificate/marriage certificate).

- Flight reservation/round trip booking.

2. List of supporting documents to be submitted by people travelling for business

- A letter of invitation. This must be written by a company/organisation located in the Schengen country, mentioning:
 - address and contact details of the company;
 - period/duration of stay;
 - purpose of stay;
 - name and position of countersigning officer;
 - the nature of the business relationship between the host company and the applicant/applicant's company;
 - proof of enrolment in seminar/conference/workshop (if applicable).
- If attending a conference:
 - name;
 - location;
 - contact person for that conference with a registration or invitation and proof of receipt of payment.
- If a company is inviting the applicant: a copy of the certificate or registration/business licence of the inviting company.

3. List of supporting documents to be submitted by people travelling to attend sports or cultural events or for other reasons

- A letter of invitation. This must be written by the host company/organisation located in the Schengen country, mentioning:
 - address and contact details of the company/organisation;
 - period/duration of stay;
 - purpose of stay;
 - name and position of countersigning officer;
 - the nature of the relationship between the host company/organisation and the applicant/applicant's company/organisation.
- If attending a conference/programme/training course/event:
 - name;
 - location;
 - contact person for that event with a registration or invitation and proof of receipt of payment.
- Proof of registration of the Tanzanian organisation by the competent authority in Tanzania, if the applicant belongs to an organisation/association (not applicable to individual artists and individual sportsmen/women).

4. List of supporting documents to be submitted by applicants travelling for tourism

- Itinerary of planned trip with associated transport, hotel and tour bookings.

5. List of supporting documents to be submitted by applicants travelling to visit family/friends

- Signed invitation and proof of legal status from host, and if relevant, proof of sponsorship/financial solvency by the person inviting the applicant :

Under the national legislation of the Member State in question such proof may be provided in a document that can be obtained from the relevant competent authority of that Member State or as written confirmation from the host and as other documentation. Such documentation may include a copy of the identity card/passport and/or residence permit of the person inviting the applicant.

- Documentation (marriage certificate, birth certificate) proving the relationship with the family member inviting the applicant.

6. List of supporting documents to be submitted by applicants travelling for medical treatment

- A letter from the clinic/host medical institution confirming the applicant's appointment at the clinic/medical institution in question.
- Financial guarantee: proof of a bank payment or transfer of the cost of the treatment to the clinic, on the basis of the payment plan agreed with the clinic.
- Medical/health documentation issued by the applicant's country of residence attesting applicant's illness; declaration by a public or private healthcare facility (which must be accredited by the National Health Service) indicating the type of treatment, the date it will begin, its estimated duration and the costs associated with it. The documentation should indicate that treatment abroad is necessary.