



**Checklist for Schengen visa**  
**- Trade fair -**

Before submitting your application at your local Visa Application Centre or German Mission, please prepare the following documentation:

SNo	Required Documents	Yes	No
1	Valid <b>passport</b> (issued within the last 10 years and with at least 3 months validity after the scheduled return; passports with observations regarding the front data page cannot be accepted) with at least two empty pages		
2	<b>2 passport pictures</b> according to biometric specifications, not older than 6 months		
3	<b>Application form &amp; declarations</b> duly signed		
4	<b>1 copy of your passport's data page</b> (A4 size copy)		
5	<b>Company covering letter</b> with entire travel plan & company profile		
6	<b>Exhibitor's pass / visitor's pass</b>		
7	<b>Certificate of Incorporation</b> of the company		
8	<b>Company Income Tax Return (ITR) form</b>		
9	<b>Company bank statement</b> of the past 3 months, stating the drawing power/credit limit		
10	<b>Proof of financial status:</b>		
10a	If <b>employed</b> : Payslips of the past three months / employment contract		
10b	If <b>self-employed</b> : Certificate of Proprietorship or other proof of ownership (proof of land title, proof of income from agriculture (sales form) etc.)		
10c	<b>Personal bank statement</b> of the past three months with sufficient funds		
10d	<b>Income Tax Return (ITR) form</b> or Form 16 (Certificate of Income Tax deducted at the source of salary)		
11	<b>Proof of civil status:</b> Marriage certificate, birth certificate of children, death certificate of spouse, ration card if applicable		
12	<b>Proof of accomodation</b> for your entire stay in the Schengen area		
13	<b>Flight reservation</b> , (rail tickets, others, if internal travel involved).		
14	<a href="http://www.india.diplo.de/visa">Travel health insurance</a> (Kindly refer to <a href="http://www.india.diplo.de/visa">www.india.diplo.de/visa</a> to find out about the travel health insurances accepted)		
15	<b>1 copy of your passport's data page</b> (A4 size copy)		

All documents need to be presented in the given order in original. Should you wish to keep any original, kindly provide a copy (A4 size). Please DO NOT staple any documents.

Please note that the German Missions reserve the right to ask for additional documents or personal appearance for an interview in special cases. Submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation or refusal to appear for a special visa interview may result in the rejection of your application.

as of 4 October 2013

**Date & Place:**

SO	DEO

**Applicant/TravelAgent/Representative**  
**Signature**