

**CHECKLIST – BUSINESS**

**Please specify:**

DD                      MM                      YYYY

Intended date of travel to the Schengen territory:

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Between your date of application and date of travel to Spain, do you intend to travel to any other country? If yes, please specify:

Date of travel: 

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 Country: 

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**Minimum documentation for Business Visa:**

SL.	Documents	Yes	No
1	Passport valid for at least 6 months beyond the stay in Spain with 2 blank pages		
2	2 recent color white background photographs <b>(not more than 6 months ) size 1.5”</b>		
3	<b>1 Spain application form</b> completed in blue ink or printed online		
4	Copy of <b>current passport (2 copies of first pages )</b> and All stamp pages on passport (if any)		
5	Original and copy of work permit + Re entry visa + Permit to stay <b>(Must be valid before coming back to Thailand)</b>		
6	Original employment letter (not more than 1 month) or company registration (Business owner) Original Student Certificate		
7	Invitation letter, in English or Spanish from the Spanish company		
8	Original <b>person bank statements</b> for last 6 months along with <b>original bank certificate</b> (issue date not over 1 month and <b>personal saving account only</b> )		
9	Supporting letter from Thai company mentioning details of trip and <b>“all expenses paid”</b>		
10	Original Sponsor bank statements for last 6 months along with original bank certificate <b>(Must be mention applicant’s name on paper, issue date not over 1 month and saving account only )</b> from company		
11	Confirmed Hotel Accommodation <b>( Show all applicant’s name)</b>		
12	Confirmed return flight tickets <b>(Round trip and International tickets)</b>		
13	Travel Insurance as per EU guidelines with a minimum coverage of €30,000		

**Please Note : All document in Thai must be translated into English and submit with copy of original in Thai also**

**This is not an exhaustive list. Applicants can be requested to submit additional documents or can be called at an interview if required by the Embassy.**

**The visa fees and the BLS Service fees are non-refundable.**

**All original documents must accompany with one photocopy.**

**Declaration:**

I ..... holder of  
Passport no..... voluntarily agrees to avail the services of BLS  
International (Thailand) Ltd. to apply for a Spain visa.  
BLS Staff:..... In  
case of a Travel Agency, name of the agency .....  
Contact number of applicant/agency .....  
Signature of the Applicant/Agent .....  
Date .....