



## CHECKLIST - business people / representatives of business organisations

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You are requested to hand in the following documents:

- Completed and signed application form
  - 2 recent passport sized photographs
  - Passport with a validity exceeding three months after your scheduled return<sup>1</sup>
  - Photocopy of information page of current passport
  - Interior passport and its photocopy
  - Travel insurance covering Schengen countries with a minimum coverage of 30.000 Euro for at least urgent medical treatment, emergency admission to hospital and repatriation
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- A original written request from a host legal person or company or organising committees of meetings, trade and industrial exhibitions, conferences and symposia held in the Netherlands
- For applicants with a different nationality than Ukrainian or Moldovan: residence permit for the Ukraine
- Proof of employment<sup>2</sup>
- Proof of financial means<sup>3</sup>

**NOTE: first time business travellers need to submit a hotel and ticket reservation**

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### Other evidence

The foregoing is not an exhaustive list. Each applicant may be asked to provide additional proof if necessary.

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<sup>1</sup> In case somebody holds 2 or more passports, all have to be presented.

<sup>2</sup> A recent employer's statement stating the reason and duration of absence, private businessmen should submit a photocopy of the registration of the company instead. If an applicant is unemployed and not registered as a private entrepreneur, this should be written clearly on the application form.

<sup>3</sup> Solvency, €34 per person per day which proven by either a recent bank statement (not older than 14 banking days) or photocopied proof of purchase of travellers' cheques.