

**Document checklist
for
Business Visa Application [Attending Business meeting, training etc.]**

Basic Documents

1. Duly filled visa application
2. Current passport
3. Previous passport with previous visa and stamps
4. National Id card
5. Photo [35x45 mm with an off-white background for Schengen countries, UK, Australia, and Canada, while 51x51 mm is required for the US with the same background color.]
6. Letter of explanation or cover letter detailing your identity, purpose of tour, activity plan, fund arrangement, accommodation, financial stability, ties with Bangladesh etc.
7. A detailed travel itinerary
8. Hotel booking in destined city or cities.
9. Air reservation.

Invitation Letter and relevant documents

1. Invitation letter from the counter business partner in the destination country, on their company letterhead, addressed to the relevant embassy in Bangladesh.
2. Invitation letter from the counter business partner in the destination country, on their company letterhead, addressed to the applicant in Bangladesh.
3. Business registration documents from the counter business partner in the destination country [if applicable].
4. Email correspondence between you and the counter business partner in the destination country [if applicable].
5. Proof of the inviter's legal residency (e.g., passport, residence permit, or National ID from the country of residence) [if applicable].
6. Declaration of the relationship between you and the inviter, supported by evidence (e.g., business agreement, email correspondence, or evidence of a previous business deal).

Fund arrangement

1. A savings account statement for the past six months, showing regular income and expenditures. Additionally, the funds required for your trip should remain as idle money in the account for at least past four months.
2. If someone else is funding your trip, a declaration of financial sponsorship is required [if applicable].
3. If your employer is funding your trip, a declaration of financial sponsorship is required.
4. Minutes of the Board Meeting of the Directors of the company nominating you for the proposed business activities in the destination country (in the case of a Private Limited Company) [if applicable].
5. A declaration in the invitation letter from the inviter, confirming food, accommodation, and other expenses for the applicant in the destination country [if applicable].
6. A declaration in the invitation letter from the inviter or employment letter from employer outlining the relationship between you and the financial sponsor, supported by relevant evidence (e.g., business agreement, email correspondence with the inviter, employment letter, etc.) [if applicable].

Source of Income

1. Employment letter from employer confirming employment details including joining date, position, responsibilities, Salary etc.
2. Salary account statement.
3. Pay slip for the last three months.
4. Trade license for last three years.
5. Rental agreement with the land lord for business premises [if applicable].
6. Articles of Memorandum & Association [if the business is a Private Limited Company]
7. BIN / VAT registration certificate [if applicable].
8. Import Registration Certificate [if applicable].
9. Export Registration Certificate [if applicable].
10. Business account statement.
11. Audit report [if applicable].
12. Company profile [if applicable].
13. TIN certificate of the company.
14. Tax certificate of the company for the last year.
15. Tax payment receipt for the last year.
16. Membership certificate from any relevant trade association / organization [if applicable].
17. Rental agreement with tenants [If applicable].
18. Money receipt for rent collection [If applicable].

Financial Stability

1. Statement of fixed deposits or any other deposit accounts [if applicable].
2. Certificate from a brokerage firm confirming investments [if applicable].
3. Flat or land registration document issued by the Bangladesh Government (e.g., Khatian or Porcha) [if applicable].
4. Receipts for down payments and/or installment payments for flat or land purchases.
5. Property valuation report [if applicable].
6. Rental agreement [if applicable].
7. Rental receipts [if applicable].
8. Personal TIN (Tax Identification Number) certificate.
9. Personal income tax certificate for the previous year.
10. Personal tax return for the previous year.
11. Car registration documents [if applicable]
12. Your photograph with your property or Car [if applicable]

Ties with Bangladesh

1. Marriage certificate [if applicable].
2. National ID of your spouse [if applicable].
3. National IDs of your parents.
4. Birth certificates of your children [if applicable].
5. Enrollment letters from educational institutions for your children [if applicable].
6. Certificates from local authorities (e.g., Local Commissioner or Chairman) confirming your parents / dependents reside with you [if applicable].
7. Membership certificates from any social welfare organization [if applicable].
8. Family photographs.

Other documents

1. Leave Approval and No Objection Certificate (NOC) from the Employer.
2. Family details, including each family member's date of birth, occupation, date of decease [if applicable], and address.
3. Travel history, specifying the countries visited, dates of entry and exit, and the purpose of each visit.