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ANNEXES 1 to 3

ANNEXES

to the

COMMISSION Implementing Decision

establishing the lists of supporting documents to be presented by visa applicants in Cape Verde, Kenya and the Philippines

ANNEX I

List of supporting documents to be presented by visa applicants in Cape Verde

I. General requirements:

- Copy of flight reservation including return flight;

II. List of supporting documents to be submitted by applicants for short stay visas in Cape Verde

1. Documents to be provided by all visa applicants:

a) Verifiable evidence of sufficient means of subsistence during intended stay such as:

- licence to trade,
- declaration of employment indicating the duration of employment and salary, when appropriate,
- salary slips or personal bank statement or balance for the last 3 months,
- regular income generated by a property,
- INPS card.

b) Proof of accommodation for the whole duration of the intended stay: hotel reservations or official document by the inviting person (an original certificate of sponsorship and accommodation validated by the local authorities in the Member State of destination. Some Member States' consulates may require that a specific form be used for the invitation letter¹. Please refer to the website of the Member State concerned for further information).

c) Additionally, for non-Cape Verdean nationals residing in Cape Verde:

- Cape Verdean residence permit valid 2 months beyond the date of intended departure from the territory of the Member states.

d) Proof of the family situation (family composition certificate); additionally, birth and marriage certificates if needed.

e) Minors travelling alone or with one parent must present:

- ID card stating the parents' names;
- Birth certificate;
- letter of consent from both parents/legal guardian(s); (or the authorization of the Court for Minors if one or both parents are missing);
- ID card/passport of both parents/legal guardian(s).

2. Documents to be provided by applicants travelling for the purpose of tourism or family visit:

¹ Austria, Belgium, Czech Republic, Finland, Spain, France, Italy, Luxembourg, Netherlands, Portugal, Slovakia, Sweden and Slovenia.

- a) Proof of employment (e.g. employment letter stating the days of leave for employees, seaman's book);
 - b) Formal written and signed invitation or sponsorship document from the host in accordance with respective internal laws;
3. Documents to be provided by applicants travelling for business:
- a) Invitation letter from the company or from the authorizing body based in the Member State of destination. The letter should contain relevant personal data on the invited person, purpose of the visit and duration of stay.
 - b) Proof of commercial activities in Cape Verde;
4. When travelling for medical treatment the following documents must be provided by applicants:
- a) A document issued by a doctor or the medical institution confirming that the medical treatment is necessary;
 - b) A proof of pre-payment or other proof of sufficient financial means (such as insurance coverage or proof of financial arrangement made) to cover the medical treatment and related expenses
5. Documents to be provided by applicants travelling on an official mission or official purposes:
- a) A verbal note issued by the Cape Verdean Ministry for Foreign Affairs confirming that the applicant is a member of an official delegation or on an official mission to a Member State.
 - b) Invitation letter or confirmation of registration from the host organisation.
6. Documents to be provided by applicants travelling for scientific purposes, research, training, cultural, sports or religious events or other reasons:
- a) Copy of the official invitation stating the name of the host organisation, the length of stay or other documents proving the purpose of the journey.
 - b) Certificate of enrolment at an educational establishment for the purpose of studying, undertaking scientific or practical trainings (including vocational training) or other activities that could help enhance the professional and intellectual skills of the applicant.
7. Specific requirements for the transit of seafarers
- a) Seaman's book with a minimum validity of 6 months, when applicable;
 - b) Invitation from the maritime agency of the Schengen State where the sailor will join the boat. The invitation needs to be signed and with the seal of the Agency and include the following data: name and family name of the seafarer, place and date of birth, passport number, number of naval passport, date of issue, period of validity, position of the sailor at the boat (if there are many sailors their information can be included in a list signed and sealed, as an annex of the invitation letter), date and airport of entry into the Schengen area, name of the boat, port of boarding, duration of the stay of the seafarer in the boat, port of exit, date of return to Cape Verde, itinerary that the seafarer will follow to arrive in the Schengen State of destination and to return to Cape Verde.

In the letter of invitation, the maritime agency from the Schengen State should indicate the name and address of the Cape-Verdean agency which collaborates with her or which will be in charge of presenting the Visa applications or that will be in charge of taking care of the seafarer once he arrives in the Schengen State in order to transport him to the sea port to board.

If the application is presented by a maritime agency of Cape Verde, letter of invitation of the Cape Verdean agency that includes a list of the seafarer(s), in which is stated their employment on the ship.

- c) Photocopy of the seafarers' employment agreement in order to board the ship, as well as the original of the seaman's discharge book, and of the professional card or of the service declaration, when applicable.

ANNEX II

List of supporting documents to be presented by visa applicants in Kenya

- I. All applicants
 - Preliminary ticket booking or travel itinerary (it is not necessary to buy a flight ticket at this stage).
- II. Additional requirements for applicants travelling for the purpose of medical treatment
 - A letter from the medical institution or doctor in the Member State of destination indicating the following:
 - The contact with the local doctor;
 - Nature of the treatment;
 - Estimated time for recovery;
 - The need for return visits;
 - The cost of treatment;
 - The mention that the patient is accepted;
 - The indication that the treatment can be performed;
 - The indication that the medical institution or doctor agrees with the intended method of payment.
 - A letter drafted and signed within the last 3 months by the applicant's treating doctor in Kenya providing background information about the medical treatment and confirming the need of specific medical treatment to be provided abroad.
 - Recent bank statement covering the last three months.
 - Proof of pre-payment of the treatment or other proof of sufficient financial means to cover the medical treatment (and related expenses).
 - Proof from the medical institution showing that it agrees with your intended method of payment.
 - Employed persons: a dated and signed letter from the [current] employer containing the following information:
 - The employed person's personal data, function or profession;

- terms of employment (temporary or permanent);
- number of years of employment ;
- granted leave days;

- Self-employed persons: copy of Kenya PIN Certificate,
- If available, bank statement for business account (for the last three months).

- Retired persons: documents proving the pension or other financial support.

III. Additional requirements for applicants travelling for the purpose of tourism

- Detailed travel itinerary

- Employed persons: a signed letter from current employer containing the following information:
 - The applicant's personal data, function/profession;
 - Terms of employment (temporary or permanent);
 - Starting date of employment;
 - Monthly net salary;
 - number of years with employer/organization;
 - granted leave days;
 - date and contact details of the employer.

- Self-employed persons: copy of Kenya PIN Certificate and, if available bank statement, for business account (last three months).

- Retired persons: documents proving the pension or other financial support.

- Any other documents relating to the applicant's personal ties in Kenya, such as marriage certificate, title deeds or lease agreements.

IV. Additional requirements for applicants travelling for purpose of sport events

- Signed letter of invitation. The invitation must contain the following information:
 - The applicant's personal data
 - the name and date(s) of the event in the Member State
 - if the event organizers will cover any expenses and/or insurance of participants
 - date and contact details

- If you are part of a group or representing an organization, a dated and signed letter from the group leader or organization is required, which needs to state the following:
 - the applicant's personal data;
 - information on specific function held within the group/organization;
 - the applicant's previous sport results (national and/or international);
 - the applicant's level of competition;

- purpose of the visit;
- the name of the responsible person or organization for the financial support during the period in the Schengen Area;

- Confirmation of participation in the sports event from the relevant Kenyan sports federation and the required documentation proving the level, if applicable

V. Additional requirements for applicants travelling for purpose of business and conference (including official visits)

- Signed letter of invitation. The invitation must contain the following information:
 - The applicant's personal data
 - the reason for the visit to the Member State of destination
 - period of intended stay in the Member State
 - who will be responsible for supporting the applicant financially during the stay in the Member States
 - date and contact details
- Signed letter from current employer or organization containing the following information:
 - the applicant's personal data
 - the applicant's function/profession
 - terms of employment (temporary or permanent)
 - number of years with employer/organization
 - purpose of the visit
 - who will be responsible for supporting the applicant financially during the time you are in the Member States
- Salary: pay slips and bank account statements from the last three months
- Self-employed persons: copy of Kenya PIN Certificate and, if available, bank statement for business account (last three months).
- If the applicant is to attend a conference which requires prior registration, proof of registration and receipt for registration fee.

VI. Additional requirements for minors (under 18 years)

- Original and copy of birth certificate
- Copy of both parents' ID-cards and passports, if applicable (all pages containing any type of information)
- Legalized written consent letter from both parents if the minor travels alone, or from the parent that is not accompanying the child when travelling.

- If either one of the parent is absent or deceased this must be supported by the information on the birth certificate or a death certificate when applicable
- If the legal guardian is someone else apart from the biological parent as stated in the birth certificate a custody order must be submitted proving the legal guardianship
- A letter from school containing the minor’s name, name of parents, grade, number of years at school, school holidays, contact details, date and name of school representative.
- If the minor travels with a group: a complete list of names of all group members travelling and name of person in charge of the group

VII. Additional requirements for applicants travelling for purpose of visiting family and friends

- Certified Invitation – applicants should refer the website of the Member State of destination.
- Employed persons: a signed letter from your current employer containing the following information:
 - The applicant's personal data, the applicant's function/profession;
 - terms of employment (temporary or permanent);
 - number of years with employer/organization;
 - granted leave days;
 - date and contact details.
- Self-employed persons: copy of Kenya PIN Certificate and if available bank statement for business account (last three months).
- Retired persons: documents proving your pension or other financial support.
- Any other documents relating to the applicant's personal establishment in Kenya like marriage certificate, title deeds or lease agreements.

VIII. Additional requirements for applicants travelling for purpose of study and research

- Letter of acceptance from the Member State educational institution. The letter must contain the following information:
 - The applicant's personal data

- Indications of the course that the applicant has been admitted to/what research work to be done
 - course/research duration
 - who will be responsible for supporting the applicant financially during the stay in the Member State
 - date and contact details
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- Signed letter from your educational institution in Kenya containing your personal data, name of institution, contact details, course enrollment and number of years at institution.

IX. Additional requirements for non-Kenyan applicants residing in Kenya

- Copy of the applicant's Kenya residence permit. The validity of the permit must exceed the planned stay in the Member States with at least three months

ANNEX III

List of supporting documents to be presented by visa applicants in the Philippines

- I. General requirements for all visa applicants
 1. Proof of financial means of the applicant
 - Bank certification, bank books
 - Personal bank statements, credit card statements or balance covering the last six months
 - For minors: Proof of economic means of parents or legal guardian (cf. the above)
 - For seafarers: see part III
 2. Proof of travel
 - Copy of the roundtrip airline reservation with Passenger Registration Number (or reservation number) and travel itinerary.
 3. Proof of will to return
 - Copy of employment contract or social security contributions (if relevant)
 - Copy of real estate property – title-deed (if relevant)
 - Proof of family ties in the Philippines (e.g. marriage certificate)
 4. Proof of occupation
 - If employed:
 - Certificate of employment
 - Certificate of leave absence
 - If self-employed:
 - Department of Trade Industry (DTI)/Securities Exchange Commission SEC registration of business
 - Income Tax Return
 - Business Financial Statement
 - If student:
 - Proof of enrolment
 - Certificate of leave absence if travelling during school year
 5. If travelling with spouse and/or children
 - Marriage contract certified by the National Statistics Office (NSO)
 - Birth certificates of children certified by the National Statistics Office (NSO)
 6. For non-Filipino applicants who have valid residence status in the Philippines

- Copy of Alien Certificate Registration (ACR)
- Re-entry permit

7. Minors

- Affidavit of support & consent of parents (specially of the non-travelling parent) or legal guardian

Copy of passport of parents or legal guardian

- Birth certificate of the minor certified by the National Statistics Office (NSO)
- Department of Social Welfare and Development (DSWD) clearance

II. Documents to be submitted depending on the purpose of travel

1. Tourism

- Proof of accommodation: Hotel confirmation or hotel voucher
- Detailed day-to-day itinerary of the planned trip

2. Family or friends visit

- Proof of sponsorship²:
 - Letter of guarantee, invitation letter or hotel reservation
 - Proof of relationship (birth certificate, marriage certificate)
 - A photocopy of the bio data page of the passport and/or travel history of the sponsor in case of non-formalised relationship (boyfriend/girlfriend)

3. Travelling for the purpose of business trip, cultural or sports event, official visit

- Certificate from the employer:
 - letter of the Philippine company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc.
- Invitation from the visited company or organisation:
 - the letter should incorporate relevant personal data of the invited, length of the invitation, reason and activity to develop in the Member State during the visit
- Proof of recent business contacts:
 - In case of doubt repeated invitations from the same company in favour of the same applicant, documents in order to proof that the continuation of the commercial relationship with the company that invites (contracts, bills, etc.)

² Austria, Belgium, Czech Republic, Denmark (may be requested if Denmark is represented by another Member State), Finland, France, Germany, Greece, Hungary, Italy, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Slovakia, Slovenia, Spain, Sweden, Switzerland.

- Participants in commercial fairs or congress /cultural or sports event:
 - Letter of invitation from the organisation of this events or invitations to attend them
- Proof of accommodation: Hotel confirmation or hotel voucher

III. Seafarers

- Employment contract
- Photocopy of the working contracts of the seafarer in order to board the ship (P.O.E.A. contract)
- Seaman's book
- Invitation letter from the maritime agency of the Member State where the sailor will join the boat. The invitation should be signed and with the seal of the agency and include the following data:
 - Name and family name of the seafarer
 - Place and date of birth, passport number, seaman's book number
 - Date of issue, period of validity
 - The sailor's position on the vessel (in case of a group of sailors this information can be included in a list signed, sealed and attached to the invitation letter)
 - Date and airport of entry into the Schengen area
 - Name of the vessel
 - Port of boarding
 - Duration of the contract
 - Itinerary that the seafarer will follow to arrive in the Schengen State of destination.
 - The name and address of the collaborating Philippine agency or which will present the visa application, be in charge of the seafarer once he arrives in the Member State in order to transport him to the sea port to board.
 - If the application is presented by a Filipino maritime agency, a letter of invitation of the Philippine agency that includes a list of the seafarer(s), in which is stated their employment on the ship.