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ANNEXES 1 to 4

ANNEXES

to the Commission Implementing Decision

establishing the list of supporting documents to be submitted by applicants for short stay visas in Bolivia, Ecuador, Pakistan and South Korea

ANNEX I

List of supporting documents to be submitted by applicants for short stay visas in Bolivia

I. General requirements

1. Reservation of a (return) ticket to the country of main destination.
2. Proof of financial means and intention to return:
 - a) Bank account statements (with signature and seal of the bank) for the previous three months: savings account, current account, credit cards, fixed-term deposits, valuation of any properties, etc.;
 - b) Pay slips, pension statements or receipts for professional fees for the previous three months and pension contributions for the previous three months;
 - c) Letter of presentation from the company stating the dates on which the applicant is on holiday and/or on leave;
 - d) If the company is owned by the applicant: Tax ID number, articles of association of the company and the last tax declaration;
 - e) Students over the age of 18 must provide recent proof of studies (university, academy, institute, etc.);
 - f) Students or interns should present proof of sufficient means to cover the travel expenses, accommodation and general costs of the course or internship;
 - g) Other documents to demonstrate intentions to return (e.g. real estate property).

If the applicant is financially dependent, he/she must provide supporting documents to demonstrate the income of his/her parents, spouse or children.

Financially dependent persons other than minors and spouses shall also provide a letter of the sponsor, stating that he/she covers all the costs of the intended stay.

II. Documents to be submitted depending on travel purpose

1. Tourism:

Hotel or package holiday reservations for the entire trip, or proof of sufficient means to cover accommodation expenses.

2. Visiting relatives or friends:

- a) If the applicant is invited by a family member or a friend, an invitation letter must be provided. Some Member States require that proof of invitation and/or sponsorship be presented in the national format established by the Member State (c.f. the website of the Member State of destination);
- b) Proof of relationship with the inviting person (e.g. birth certificate, marriage certificate), letter by inviting person explaining relationship;
- c) If the inviting person and the relatives living in the Member State of destination are not nationals of that country, (copy of) a valid residence permit should be presented;
- d) If the inviting person pays for the travel and/or accommodation expenses, he/she should prove possession of sufficient means to bear the costs.

3. Business trip:

- a) Proof of business relationship with the inviting company, in the form of a letter from the legal representative of the sending company stating a business relationship with the company in the Member State of destination.

This letter should state the applicant's job and the purpose of the trip and specify whether the sending company will cover the travel expenses and accommodation.

- b) Letter of invitation by the inviting company/companies or organisation with registered offices in the Member State of destination. The letter should indicate the dates and duration of the visit, the purpose and the on-going activities;
- c) If the sending or inviting company/companies are covering the travel expenses they must provide supporting documents proving possession of sufficient means to bear the costs;
- d) Participants in a fair, congress or conference: the access pass.

If the applicant is in charge of stand in an exhibition: the lease contract for the stand.

4. Participation in scientific, cultural, sport, religious or other events:

- a) Letter from the organisation sending the invitation in the Member State of destination stating the purpose of the trip and the duration of stay;
- b) Letter from the organisation or institution in Bolivia of which the applicant is a member stating the applicant's job and the purpose of the trip;
- c) Document stating who is paying for the travel expenses and accommodation. If the applicant is not travelling with the official support of an institution (in the Member State of destination), he/she must provide proof of sufficient means to cover the

expenses.

5. Study, training days, language courses, un-paid internships, etc.:

- a) Registration certificate for an educational establishment providing professional training or theoretical courses at basic and advanced levels;
- b) Certificates showing that the applicant has the level of education required to take the courses for which he/she has registered in the Member State of destination;
- c) Documents indicating the content of the course, the un-paid internships or the voluntary period: dates of beginning and end of the course or internship, price of the course or proof of payment of the course;
- d) Applicants doing un-paid internships or voluntary services: proof that the applicant has been admitted for the internship program and signed training agreement with the company or public institution or proof of admittance for voluntary services in an institution (e.g. z Non-Governmental Organisation);
- e) For other concrete purposes of travelling regarding this chapter please consult the web page of the Member State of destination.

6. Trips for medical reasons:

- a) Medical certificate issued by a registered doctor or a medical institution giving a diagnosis, attaching the medical history of the patient and specifying the treatment required;
- b) Official document from the medical institution in the Member State of destination where the applicant has been accepted for receiving treatment;
- c) Certificate from the medical institution covering the costs or, in the absence of this, proof of private means of payment.

7. Official trips:

- a) Official invitation addressed to the government of the Bolivia for participation in meetings, consultations, negotiations or program exchanges, as well as events organised in the Member State by government bodies;
- b) *Note verbale* issued by a Bolivian government body confirming that the applicant is a member of the delegation taking part in the events listed above, along with a copy of the official invitation.

8. Airport transit:

Valid entry permit (e.g. visa, residence permit) for the country of destination.

III. Minors

In addition to the relevant documents listed in points I and II, minor applicants must submit:

1. Authorisation (to travel) by the legal guardian(s): recent (not older than one year) power of attorney by a notary public or competent Bolivian authority (if the legal guardian(s) not travelling with the minor lives outside Bolivia) or power of attorney by both parents, if the minor will travel with a third person;

If the legal guardian(s) are not both parents, proof of absence of one of/both parents, e.g. death certificate, decree from a competent judge granting full parental authority to one parent.

2. A copy of the national ID document of the legal guardian(s);
3. Travel authorisation from a judge ruling on family matters signed by the legal guardian(s);
4. Proof of registration at a school in Bolivia and authorisation of absence during term.

ANNEX II

List of supporting documents to be presented by applicants for short stay visas in Ecuador

I. General requirements for all applicants:

- (a) Documents proving that the applicant possesses sufficient means of subsistence, both for the duration of the intended stay and for the return to his country of origin or residence or for a transit to a third country, such as:
- Salary slips;
 - Recent personal bank statement or balance over the last three months issued by the bank;
 - Credit or debit cards and credit or debit cards statements;
 - Proof of (current) employment such as original of employer's letter stating the duration of employment, responsibilities, and salary;
 - Copy of the latest social security receipt;
 - Proof of Regular income generated by ownership of property;
 - For people whose trip is financed by a third person (students, minors, spouses): proof of sufficient means of existence or of a sponsorship.
- (b) **Documents proving accommodation such as hotel reservation, letter of invitation or proof of other accommodation.**
- (c) Documentation allowing for the assessment of the applicants intention to leave the territory of the Member States before the expiration of the visa, such as:
- Reservation of a return ticket or itinerary of organized tour-operator;
 - Proof of ownership of the house/flat or other real estate;
 - Proof of employment;
 - Proof of enrolment at a university/school in Ecuador.
- (d) Minors travelling alone or with one parent must present:
- Permission of exit granted by the minors' court or from a notary;
 - Copy of the birth certificate of the minor;
 - ID card/passport of both parents/legal guardian(s);
 - Letter of school confirming permitted leave, outside annual school holidays.
- (e) Non-Ecuadorians:
- document proving legal residence in Ecuador (Foreign resident identification card with a minimum 3 months validity);
 - proof of integration into the country of residence: family ties, professional status.

II. Documents to be presented depending on the purpose of travel:

(a) Airport transit

- Proof of legal permission (visa, if relevant) to enter the country of final destination and tickets for onward journey are required.

(b) Tourism

- Documents related to accommodation: evidence of accommodation in the Member State(s). (i.e. a confirmed reservation of the hotel(s) or if not a hotel: any other appropriate document indicating the accommodation envisaged);

(c) Family or friends' visit

- Proof of relationship or family ties between visa applicant and person to be visited (documents regarding civil status such as birth certificate, marriage certificate, correspondence, photos, etc.);
- Formal written and signed invitation or sponsorship document from the host in accordance with the respective Member State's legislation.

(d) Business Trips

- Invitation from a firm or an authority from the Schengen country to attend meetings, conferences or events connected with trade, industry or work indicating purpose and duration of stay and including a declaration of sponsorship, if the travel expenses and/or accommodation are covered by them;
- Evidence of the existence of recent commercial, contractual, or professional relations in the Member State(s);
- Entry tickets for fairs and/or Congresses, if applicable;
- Documents from Ecuador proving the status of the applicant in the company sending him/her and sponsorship of means of subsistence for the duration of the journey (certificates from the Chamber of Commerce, commercial or professional licenses, etc.).

(e) Medical treatment

- Medical certificate from the country of origin or from Ecuador indicating the patient's (applicant's) disease;
- Declaration of the medical entity (hospital, sanatorium, etc.) or medical doctor in the Member State confirming that they will receive the patient and indicating the kind of treatment, costs, the initiating date, the estimated duration of the stay and proof of pre-payment;
- Evidence of possession of sufficient means for the duration of the medical treatment and stay (accommodation, per diem, repatriation of the patient as well as of the accompanying person).

(f) Research, studies or training

- Evidence of admission to or enrolment at an educational institution in the Member State;
- Evidence of having obtained a scholarship for studies at an educational institution in the Member State.

- (g) Trip for cultural, sports, vocational training, educational or research purpose
 - Official invitation from the organizer: Official document or letter of invitation from the organizer of the cultural, sports, vocational training, educational or research event, or letter of acceptance from the university or institution in the Member State of destination, stamped and signed;
 - A document proving the pre-payment of courses or trainings, if applicable.
- (h) Travelling for the purpose of an official visit
 - Note verbale from the related Ecuadorean Ministry confirming that the applicant is a member of the official delegation travelling to a Member State.
- (i) For journeys undertaken for political, scientific, cultural, sports or religious events or other reasons
 - Invitation, entry tickets, enrolments or programmes stating (wherever possible) the name of the host organisation and the length of the stay or any other appropriate document indicating the purpose of the journey.

ANNEX III

List of supporting documents to be submitted by applicants for short stay visas in Pakistan

1. Documents to be submitted by all applicants

1.1 Proof of residence:

- For Pakistani Nationals: copy of Pakistani identity card (CNIC);
- For non-Pakistani Nationals: proof of legal residence in Pakistan as appropriate (such as long stay visa, and/or residence or work permit);

1.2 Proof of means of transport:

- flight reservation of air ticket (return or round trip) from/to Pakistan and the Member State of destination;
- if trips include several stops in the territory of the Member States, reservations of intra-Schengen itinerary (train, flights, car rental);

1.3 Proof of lodging:

- reservation of accommodation for the entire duration of the stay in the territory of the Member States (hotel, aparthotel, holiday home, camping, youth hostel); or
- if residing with family, friends and sponsor, proof of sponsorship and/or private accommodation. Some Member States may require the proof of sponsorship or private accommodation to be submitted as per relevant official forms in use (c.f. website of the Member State(s) of intended destination);

1.4 Proof of financial means and ties to the country of residence:

1.4.1 Family Registration Certificate (FRC) issued in English by NADRA (Pakistan National Database and Registration Authority). Some Member States may require, in addition, the information to be submitted as per their own prescribed format.

1.4.2 Main proofs of financial means

- bank statements showing movements in the last six months, duly signed and stamped by the bank;
- National Tax Number Certificate (or proof of exemption if applicable); and
- Federal Board of Revenue acknowledgement of tax returns for the last two fiscal years before the application date;

or, if one of the above cannot be produced,

- other proof, supported by documents, of income generating assets or other means of subsistence as applicable;

1.4.3 Additional and specific proof of financial means or ties with country of residence, depending on the status of the applicant:

If the applicant is employed:

- payslips for the last three months before the application date;
- copy of the employment contract;
- an employer's letter stating the approval for leave of absence, specifying the dates of absence, position and salary of the employee, duration of employment, purpose of absence, contact number of employer.

If the applicant is a company owner or self-employed:

- certificate of registration of the company;

If the applicant is a civil servant/government employee:

- Non Objection Certificate (NOC) issued by the Administration/public service employing the applicant stating the dates of the intended visit (for travel others than those for official purposes – see point 2);

If the applicant is retired:

- pension statements for the last six months;

If the applicant is sponsored:

- proof of sponsorship. Some Member States may require that proof to be submitted as per relevant official forms in use (c.f. website of the Member State(s) of intended destination);

If the applicant is a dependent from another applicant:

- if the proof of family relationship cannot be established by the Family Registration Certificate (FRC) required under point 1.4.1, proof of family relationship through national civil status records;

If the applicant is a minor travelling with one or none of the parents/legal guardians:

- proof of consent by one (if travelling with the other except in case of a single parent having sole duly attested custody or guardianship) or two parents -in an affidavit with details of the planned trip and name of sponsors/guardians during the trip;
- copy of the non-travelling parent(s) Pakistani identity card(s) (CNIC(s)) and passport(s).
- proof of enrolment at school;

- copy of the Court order establishing family relationship or guardianship for the purpose of the intended detailed trip.

If the applicant is a student:

- proof of enrolment at university and student's card.

2. Documents to be submitted depending on the travel purpose

2.1 Official Visits and Members of Official Delegations

Holders of official or diplomatic passports

- a Note Verbale issued by the Ministry of Foreign Affairs and a Non Objection Certificate (NOC) from the department to which the official belongs, both stating the purpose of the visit and its duration (in case the visit includes one or more Member States which are not covered by bilateral visa waivers agreements). When travelling on official duty as described above, official and diplomatic passport holders will be exonerated of providing documents as listed under point 1 (except the NOC). Some Member States may ask for an additional Note Verbale sent to their Ministry of Foreign Affairs by the inviting Embassy/International Organisation;

Other members of official visits (business persons, civil society representatives) travelling on ordinary passports

- a letter on letterhead from the sending and an invitation letter from the receiving authorities both stating the names and position of the participants in the official delegation and the purpose of the visit (trade promotion, visits or appointments, etc.);

Media personnel accompanying official delegations

- an invitation letter on letterhead from the sending authorities to participate in the official delegation whose details (duration, place) should be given and stating the name and position of the invited media personnel;
- copy of the press card.

2.2 Business

- Invitation on company/organisation letterhead detailing identity of person invited (name, position), purpose of visit (e.g. meetings, conference, factory visits); dates and itinerary; and
- documentary evidence of business relationship (copies of invoices, shipments, correspondence); or
- in case of participation in commercial fairs: entry tickets and/or stall booking with payment receipt; or

- in case the trip is intended for media reportage, copy of press card, letter of sending media organisation detailing purpose of the trip and name of journalist (s) or, for free-lance journalists, evidence of professional activities;

2.3 Tourism and Visit Family and Friends

- proof of sponsorship. Some Member States may require that proof to be submitted as per a national official format (c.f. website of the Member State(s) of intended destination); and,
- if the applicant is visiting a close relative, proof of family relationship through copy of the Family Registration Certificate (FRC) issued by NADRA (Pakistan National Database and Registration Authority), proof of family relationship through national civil status records; and
- if the applicant is the spouse of the intended visited person, marriage certificate (Nikah Nama) and/or Marriage Registration Certificate issued in English, by Union Council of residence, or other proof as applicable for religious minorities.

2.4 Incentive package tours

- letter of organising entity (company, department, association, academic institution, etc.) detailing the objective of the incentive package tour, conditions that have been met by beneficiaries (and indication whether or not beneficiaries include dependents) as well as a definitive list of participants, stating for each name, surname and date of birth as in passport.

2.5 Short term study, research or internship and practical trainings

- letter of receiving organisation (academic institute or enterprise) stating the duration of the studies, internship or practical trainings, topic of study or research, and in the case of internships and practical trainings, name and position of the mentor;
- proof of affiliation or employment (letter and student card from an academic or research institution, or letter from employing company stating the purpose of internship or practical trainings); and
- proof of personal income or income of the parents or other means of subsistence as stated under section 1.

2.6 Sports competitions

- letter on official letterhead of the national federation featuring information on the competitor/athlete, including his/her Pakistani Identity Card (CNIC) number, his/her national ranking, mentioning the sport event where participation is intended, and/or names and position of people accompanying competitor/athlete if applicable;
- invitation to participate from organizers located in the territory of the Member States and evidence of enrolment in the event and programme;

- evidence of insurance covering a sports event, covering potential injuries incurred during training or competition.

2.7 Medical treatment

- medical certificate from a medical doctor or medical institution stating the need for a specific treatment to be received in an establishment located in the territory of the Member States; and/or
- an attestation stating the need for the treatment to be delivered by the physician accredited with/or designated by the Member State consulate and whose consultation fees will be paid by the applicant;
- letter on official letterhead from the receiving medical establishment confirming that the specific treatment can be performed on the patient who had given his/her consent accordingly;
- proof of sufficient financial means to cover the expected comprehensive treatment and proof of pre-payment of the expected comprehensive treatment if applicable;
- correspondence between the sending and receiving medical practitioners or establishment describing the arrangements made for the specific medical treatment including expected arrival of the patient and expected duration of the treatment, as well as describing the name of the patient's attendant(s) if applicable as well as facilities extended to them during the stay of the patient; and
- in case of transplants, certificate of registration on the national list of patients awaiting transplants, issued by the surgical team who intends to undertake the operation.

2.8 Seafarers

- seafarer's book;
- appointment letter or invitation from the maritime agency or shipping company on its letterhead that will include the name, the flag of vessel to be joined, the registration number of the ship as well as the IMO number of the ship (if available); full details of the identity of the seafarer, including date of birth, passport number and seafarer's book, position to held on the vessel; date of arrival in territory of the Member States; time of boarding and disembarking of the vessel; full details of the local shipping/manning agency in the Member State of destination; date of arrival of the ship at the port where the seafarer is supposed to be recruited; date of departure of the ship from the port.
- flight reservations and itinerary to be followed before boarding the vessel in the territory of the Member States;
- commitment in writing on company's letterhead from the maritime agency or shipping company based in a Member State to ensure repatriation to Pakistan at the end of contract if there are no subsequent contract offer by the same or other operator or in case of medical emergency;
- copy of contract or letter of appointment.

2.9 Airport Transit

- valid visa or other entry permit for the final country of destination;
- proof of reservation of flight ticket for the onward destination.

ANNEX IV

List of supporting documents to be submitted by applicants for short stay visas in South Korea

I. General Requirements

- a) Flight reservation (round trip reservation) and travel itinerary.
- b) Proof of applicant's return to home country after travel:
 - a recent declaration from the applicant's employer (not older than a month);
 - an employment contract or other information proving employment;
 - a document proving the applicant is in education or training in country of origin;
 - proof of immovable property in country of origin.
- c) Proof of accommodation for the whole duration of the intended stay:
 - hotel reservation;
 - travel package;
 - proof of participation in group travel;
 - a letter or email that confirms that the host will provide accommodation for the visa applicant (this document may be requested in notarized form);
 - proof of sponsorship and/or private accommodation (completing a form drawn up by each Member State);
 - proof of possession of own real estate.
- d) Proof of solvency of the applicant:
 - bank statements (from the last 3 months);
 - international credit card;
 - travellers check.
- e) Copy (front and back) of Alien Registration Card with at least 3 months of validity after visa expiration date.
- f) Minors (under 18 years of age) travelling alone or with only one parent:
 - minor's birth certificate;
 - an identity document bearing the parents' signature (1 document for each parent);
 - a declaration of consent from both parents stating that the minor can travel;
 - a declaration from the minor's school consenting his/her absence for trips falling outside the general school holiday periods.

II. Documents to be submitted depending on purpose of visit

(1) Individual tourism

- a) Proof of solvency of the applicant:

For employees:

- a certificate of employment proving employment relations between employer and applicant (income statement with the expiration date included);
- a vacation certificate from employer.

For self-employed:

- business license and tax return forms.

(2) Visit to family/friends

a) Invitation letter from the inviting person specifying who is invited, the relationship with the invited person, as well as the full address of the sojourn (this document may be requested in notarized form).

b) Proof of solvency of the applicant:

For employees:

- a certificate of employment proving employment relations between employer and applicant (income statement with the expiration date included);
- a vacation certificate from employer.

For self-employed:

- business license and tax return forms.

(3) Business visit

a) Proof of solvency of the applicant:

- proof of the solvency of the employing company, if the company pays the costs of travel and living; or
- proof of the applicant's personal solvency, in case personally covering the costs of travel and living.

b) Proof of solvency for employees:

- a sealed copy of the business licence of employing company;
- a letter from the employer on paper with hosting company or organizer letter head with stamp, signature, date and clearly mentioning:
 - address, telephone and fax numbers of the company;
 - the name and position in the company of the countersigning officer;
 - the name of the applicant, position, salary and years of service;
 - approval for leave or absence.

c) Financial and commercial information on the company in South Korea and original letter from the applicant's employer, i.e.:

- the charter and registration certificate;
- solvency documents from the bank;
- on official company paper with stamp and signature, mentioning:
 - full address and contact persons of the company;
 - the name and position of the countersigning officer;
 - name, position, salary and years of employment;
 - the purpose of the visit;

- confirmation of position after the return;
 - the person or the entity who will bear the applicant's travel and living costs.
- d) Original invitation letter from the organizer of the event or the training;
On official company paper with stamp and signature, mentioning:
- the full address and contacts of the company;
 - the name and position of the countersigning officer;
 - purpose and duration of the visit;
 - detailed program;
 - the person or the entity who will bear applicant's travel and living costs;
 - whether the sponsor gives financial guaranty for the applicant's return to South Korea;
 - proof of registration from a Chamber of Commerce, if applicable.

(3) Study/conference/sports/cultural events

Documents proving your visit relates to study/conference/sports/cultural events, for instance:

- A letter of invitation from the organizer on official paper mentioning:
 - purpose and duration of the stay;
 - detailed program and itinerary;
 - an indication of the costs of the study/sport/event and entity that will pay for them;
 - indication of lodging during the period of the intended stay;

Or

- if attending a seminar/conference: invitation/ticket for congress, expo, conference, seminar etc.;
- if attending a culture/sport event: confirmation about cultural/sport activities in the Member State;
- if for study: acceptance letter from the school, student cards or certificates concerning the courses to be attended;
- if for scientific research: hosting agreement with a research institution.

(4) Medical treatment

- a) A medical certificate issued by a doctor and/or a medical institution in South Korea or in the destination country confirming the need for specific medical treatment in the country of destination;
- b) Written confirmation of an appointment in a health/medical facility;
- c) Proof that the cost of medical treatment can be covered and/or proof of prepayment of these costs.