

## **Requirements for Business Visa**

**The Business/Meeting/Training/Trade Fair Visa for the Schengen Countries is valid for a short stay (maximum 90 days).**

**This visa allows you to stay and travel within the Schengen territory as stated on your visa. You may enter the Schengen territory as a visitor or for business consultations, but you are not allowed to take up work.**

### **Required Documents:**

**Please bring with you all of the following:**

- \* A passport or official travel document that is recognized by the Schengen country(ies) you intend to visit, valid for at least three months following the date of expiry of the requested visa.**
- \* One legibly and fully completed application form, dated and signed. ( to be signed in front of the officer )**
- \* Two (2) recent colour passport pictures with a white background (full face, no dark glasses).**
- \* A letter from your company explaining its business activities in Nigeria, your position in the company, the purpose of your travel, and how the expenses of the trip will be covered.**
- \* A signed invitation letter from a company in Belgium or Luxembourg. This letter should state clearly the purpose of the trip. If you are going to a trade fair, you must be able to show convincing documentation about the trade fair and its connection to your business activities. You should also provide the proof of the prepayment of your participation (if applicable).**
- \* Valid recent tax clearance certificate of the company.**
- \* Original and stamped Memorandum of Articles of Association of the company and the original Certificate of Incorporation.**
- \* Bank statements of the company for the last 12 months, duly stamped and signed by the branch manager.**
- \* A hotel booking for the exact dates of your stay in Belgium or Luxembourg (internet and E-mail bookings may not be accepted).**
- \* Proof of transportation: a reservation will suffice when introducing the application (the tickets will have to be purchased and shown when picking up the visa).**
- \* Proof of prior business transactions with European companies (original invoices + bills of lading + the related customs clearance papers). Bills of lading on their own will not be considered as sufficient proof. It is also advisable to keep hotel bills, money exchange receipts, boarding passes, etc. in your file as a proof of your trips to Belgium in the past.**
- \* Travel insurance (medical repatriation + urgent medical care) covering all Schengen countries for an amount of at least 30.000 Euros. Only**

insurance policies contracted with the officially recognized companies will be accepted. A list of these companies can be obtained at our Embassy.

Additional for employees or civil servants

- . pay slips for the past 6 months
- . Personal bank statements for the past 12 months.  
**(salary account by preference)**

Documents should be arranged in the above order, and be followed by their copies in the same order.

Since the processing time differs from case to case, to apply in advance. In any event, the processing time will be at least 12 full working days. In case the visa application has to be submitted to the Federal Department of the Interior in Brussels, the processing time will be approximately 4 working weeks. The verification of the submitted documents can delay or impede the issuance of the requested visa.

These delays depend exclusively upon the instance that issued the documents. When entering the Schengen territory, the Immigration Authorities may want to see any of the above-mentioned documents and/or proof of sufficient funds. If you cannot provide these, you risk being sent back home with the next flight, since you do not meet the conditions to enter the Schengen territory any more.

Any false statements or documents will lead to your application being rejected or to the annulment of the visa already granted, and may also render you liable to prosecution under the law of the Schengen State which deals with the application.

The information will be passed on to the other Schengen embassies and consulates.

**A complete file does not guarantee the issuance of a visa. Additional documents may be required to substantiate your visa request.**