



TLSCONTACT VISA APPLICATION CENTRE – Thailand

LIST OF DOCUMENTS

BUSINESS VISIT

***You are going to Portugal for business purposes and will stay no longer than 90 days.
You will have to provide a letter of invitation from a company in Portugal.***

Short stay visa application form, duly filled out, dated and signed by applicant (original)

(Case 36 and 37 and the last two cases at the end of the Visa application form);

The visa application form must be signed by both parents in case of the minor child;

It is mandatory that the mentioned data information on the Schengen visa application form such as addresses, phone numbers etc. has to be identical with the personal data of the applicant.

Passport Original and Copy

a) with a validity of at least 3 months after the intended stay;

b) be issued within the previous 10 years;

c) with 2 blank pages.

One recent passport size color photo with white background

Format 3.5 cm x 4.5 cm;

Taken from the front; without obstruction;

Recent (less than 6 months old);

Ears and eyebrows must appear on the picture;

The photo must be a close-up of your head and the top of your shoulders so that your face takes up 70-80% of the photograph.

Copy of the round trip reservation and detailed itinerary

including dates and flight numbers specifying the dates of entry and exit from the territory of the Member State (including itinerary to additional Schengen States).



Travel Medical Insurance

minimum coverage of 30,000.00 Euros; covering the entire period of the intended stay and any expenses for repatriation, urgent medical treatments, emergency hospital treatment, death and valid for all the Schengen States.

Proof of accommodation

- **Hotel confirmed reservation** for the all the period of the intend stay- referring the name of the applicant (if for example it's a couple please present that information), date of arrival and departure and all the hotel contacts or
- If the sponsor is the inviting person – present the application form “**Termo de responsabilidade**” dully filled by the inviting person referring if is responsible for accommodation or for all the costs and must be dully notarized.

For non-Thai citizens

- Residence permit or temporary residence permit, valid at least three months beyond the planned stay in the territory of the Member States.

Proof of sufficient means of subsistence during the intended stay

Bank statement for the past three months with bank stamp;

For non-employed applicants - bank statement for the past three months from the sponsor with a copy of ID/Passport of that person;

*in case of a pre-paid tour covering all the expenses, **details of the tour with a proof of payment to the tour operator should be provided.***

For employees:

- *Proof of employment: a company registration and a statement of employment, indicating the number of vacation days granted, the position in the company and the monthly salary.*

Self-employed:

- *Evidence of business ownership (company registration)*
***Translated and authenticated by the Thai MFA**



Business

- *Invitation letter in original from the business associate or company in the Member States, stating the purpose, financial cover and the length of the visit (in original and written on company letterhead paper);*
- *Original certificate of employment or equivalent from the company or organization in Thailand – stating position, length of employment, salary, purpose and duration of the trip, and who will absorb the expense for the visit;*
- *Trade fair entry tickets and an invitation stating purpose and the duration of the trade fair, if relevant;*
- *Bank statement of the last three months from the entity that is covering the cost of the trip;*
- *Copy of real estate property (title-deed) marriage certificate, birth certificate of children (if relevant, or other proof of social or financial ties in Thailand*