

EMBASSY OF SPAIN  
P.O.Box. 1144  
St.No.6, Diplomatic Enclave I, G-5  
Islamabad  
Tel.: 92 51 2088777  
Fax: 92 51 2088774

## BASIC REQUIREMENTS FOR BUSINESS VISAS

- Applications must be deposited in TCS Couriers in Islamabad, Lahore and Karachi.
- TCS phone is 051-2826492 or UAN 111 123456.
- Visa application forms can be collected for free from TCS.

### Supporting Documents Requested:

1. Passport with a validity of at least three months after return to Pakistan.
2. Original Identity Card.
3. Two (2) recent, passport-size photographs.
4. Visa fees (non-refundable) in Pakistani Rupees equivalent to 60 Euros.
5. Letter of recommendation from the applicant's firm stating his position/post in that company.
6. Original invitation letter from the Spanish firm (on letterhead and in Spanish) giving details of the purpose of visit and period of stay.
7. Information by either the applicant's own firm or the one inviting the applicant, assuming responsibility of the travel expenses of the applicant.
8. Documents providing information about the nature and status of the applicant's company or institution to support the visa application, its experience in operating on the international market, business correspondence with the concerned Spanish firm and previous commercial operations related to the case.
9. Letter from the local Chamber of Commerce and Industry.
10. Travel itinerary.
11. A Travel Health Insurance valid for the Schengen States and for the whole duration of the stay, with a minimum coverage of € 30,000 for medical assistance and death repatriation purposes.
12. Confirmed hotel reservations in Spain for the length of the programmed stay.
13. Original, up-to-date bank statement (last 6 months), including the address and telephone number of the bank, signed by two bank officials (statement are subject to verification), and credit cards in the case the applicant is the proprietor of his company or any other proof of sufficient economic means.

### PLEASE NOTE:

- Once the visa form is filled up and signed, a (1) photocopy will have to be made and submitted with one photograph pasted (not stapled) on each of the two forms.
- The Embassy reserves the right to ask for any additional document apart from those mentioned above that it deems necessary for the issuance of visa.
- Compliance with the above-mentioned conditions does not automatically guarantee that the visa will be issued. Also after receipt of the visa, the competent authorities may refuse entry into Spain upon arrival. In such case, the Spanish government accepts no liability.
- The application will be refused if the Embassy finds that any documents are false.
- Applicants are strongly advised to apply for the visa at least 5 weeks prior to the date of intended departure.
- Visa applications must be submitted along with one clear set of photocopies for each supporting document and passport.
- During the process NO ENQUIRIES ABOUT THE STATUS OF THE VISA APPLICATION WILL BE ANSWERED.

September 2007

Honorary Consulate Karachi, First Floor, Service Club Extension Building, Merewether Road, Karachi.  
Telex: 21368 Akbar Club, Fax: 5684522, PBX: 5660317/8 5673083/5673059  
Honorary Consulate Lahore, Ferozsons Building, 60-Shahrah-e-Quaid-e-Azam, Lahore.  
Telex: 44382 Feroz PK, Fax: 6369204, Tel: 63011967/11