

**BUSINESS/ TİCARİ**

This document is one of the forms you need to submit with your application. If the conditions referred to in (A) haven't been fulfilled, the application isn't admissible. If any of the required (S) supporting documents listed below are missing, your application will be examined. However in the examination of an application for a uniform visa, it shall be ascertained whether you fulfil the entry conditions. It is NOT advised to buy or make any payment in advance of obtaining a visa.

**SURNAME, NAME/ SOYAD, AD\*:****DATE OF BIRTH/ DOĞUM TARİHİ\*:****EMAIL\*:**

Note: Be kindly aware that email which you stipulate above will be used for the official communication with the Visa Section of the Embassy of the Czech Republic in Ankara.

**A Admissibility/ Kabul edilebilirlik**

- Travel document/ Pasaport/Seyahat Belgesi-Passport
- Visa Application Form/ Vize başvuru formu
- One recent photograph/ Bir adet Güncel Fotoğraf
- Biometric Data/ Biyometrik Veri-Biometric
- Visa Fee/ Vize Ücreti

**H Harmonized list of supporting documents**

- Flight Reservation or vehicle Reservation/ Uçuş Rezervasyonu ya da araç rezervasyonu
- Traveller Bank Statement and Company Bank Statement (at least 6 months)/ Son 6 aylık bireysel ve şirket banka ekstresi
- Proof of Accommodation or Official Invitation/ Konaklama belgesi ya da resmi davetiye
- Invitation (purpose) - only the official invitation from the Czech Foreign Police must be original / Other invitations can be copy. / Davetiye (Gidiş amacına yönelik) - Sadece Çek Cumhuriyeti yabancılar polisinden alınan resmi davetiye orijinal olmalıdır/ Diğer davetiyeler kopya olabilir.
- For attendance to a fair the entry card or documents about participation/Fuara katılacaksa giriş kartı veya katılacağını gösteren belgeler
- Complete extract of the civil registry/ Tam Tekmil Vukuatlı Nüfus Kayıt Örneği
- SGK social security) statement of employment (Sigortalı İşe Giriş Bildirgesi) and SGK registration and service document (SGK tescil ve hizmet dökümü) with a readable QR code/Sgk işe giriş bildirgesi ve, kare kodlu sgk tescil ve hizmet dökümü
- Letter from employer explaining the purpose and conditions of visit and/or approval for leave/Şirketten gidiş amacını durumu ve geri döneceğini onaylayan yazı.
- Company Owner/Chamber of Commerce Registration/ Şirket Sahibi- Ticaret odası kayıt belgesi
- Statement of taxes payment/Vergi ödemelerine dair belge
- Company activity certificate (Faaliyet Belgesi).
- Farmers: Farmer Certificate/Proof Grown Products/ Çiftçi: Çiftçi kayıt belgesi/ Varlık Belgesi

**S Supporting documents (additional)/ Destekleyici Belgeler**

- Driving Licence/Car Insurance/Sürücü Ehliyeti/Araba Sigortası
- Travel Medical Insurance (Covering the whole Travel)/ Seyahat Sağlık Sigortası (Tüm Seyahat Tarihini Kapsayan)
- Pay Slip of last 6 months (Employed)/ Son 6 ayın Maaş Bordrosu (Çalışan)
- Authorized signatures list/ İmza Sirküleri
- Passport Photocopies (personal page and all used pages)/ Pasaport fotokopileri- (Kişisel bilgi sayfası ve işlem görmüş tüm sayfalar)

**Please note:** Providing a complete file with all documents as specified above will increase the chance of receiving a response without delay. Your visa application shall be considered based on supporting documents provided by you. There is no possibility to lodge additional documents. Please be informed that this is not an exhaustive list, the provision of all documents listed above in no way guarantees that a visa will be granted. The Embassy of the Czech Republic in Ankara has the right to ask for any other additional documents. There is no option to request submitted documents to be returned – kindly provide copies of all original documents, which you would like to get back. If there is reasonable doubt regarding the identity of the applicant fingerprints shall be collected. Furthermore, if at the time when the application is lodged, it cannot be immediately confirmed that the fingerprints were collected, the applicant may request that they be collected. Kindly consider that the only languages in case of an interview are English or Czech/Slovak (note: in case that you would like to a service of a professional translator so the translator must present a copy of his/her identification including his credentials).

\* Must be filled and verified!/Doldurulmuş ve doğrulanmış olmalı

\*\* Originals must be signed and stamped by the bank in every page, and in case of a foreign bank (other than Turkish) they must be notarized and translated into English/Czech. Average monthly balance should be visible at the document, or at least, opening and final balance of every month. Instructions for an official: In order to consider an application as lodged it is mandatory that this document is signed by an official and an applicant including conditions that submitted documents are marked as  and non-submitted documents are marked as .

**Signature of VFS Staff/  
VFS Yetkili imzası:**

**Applicant's Signature/  
Başvuran imzası:**