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ANNEXES 1 to 2

ANNEXES

to the

Commission Implementing Decision

**establishing the list of supporting documents to be submitted by applicants for short
stay visas in Albania and in Nepal**

ANNEX I

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

I. General requirements for all applicants

1. Albanian residence permit, valid for at least 3 months from the date of intended departure from the territory of the Member States.
2. Proof of sufficient means of subsistence for the intended journey:

Bank statement (covering the last three months) including bank account movements and final balance. This does not apply to pupils.

- (a) Employees: employment contract or certificate of employment.
 - (b) Company owners: copy of company registration in the National Business Register, bank statement(s) for the company including bank account movements covering the last 3 months and balance sheet from the previous financial year.
 - (c) Students: proof of financial solvency of parents, or proof of sufficient funds for entire stay.
 - (d) Retired people: pension payment for the last three months.
 - (e) People who cannot prove financial means of subsistence of their own: proof of sponsorship signed by the host in the Member State of destination, covering the expenses of the stay.
3. Proof of travel arrangements: a reservation for a return air, train or bus ticket or registration details of a vehicle.
 4. Proof of accommodation or proof of sufficient financial means to cover accommodation expenses.
 5. Minors:
 - (a) If traveling alone: notarised consent from holders of the parental authority (both parents) or of the legal guardian.
 - (b) If traveling with one parent or legal guardian, only: notarised consent of the other holder of parental authority.

- (c) If the parent with whom the minor is to travel holds parental authority alone: document that proves he or she is the only parental authority, e.g. birth certificate of the minor (indicating one parent), death certificate, divorce or custody agreement.

II. Documents to be submitted depending on purpose of travel

1. Tourism

- (a) Certificate or original voucher from a travel agency or tour operator, confirming the booking of an organised tour.
- (b) If a student, a statement from the faculty
 - (i) confirming a tuition break during the intended travel period or,
 - (ii) approving the student's absence.
- (c) If a pupil, a statement from the school
 - (i) confirming school holidays during the intended travel period or,
 - (ii) approving the pupil's absence.

2. Business

- (a) Proof of accommodation, if not covered by the inviting party.
- (b) Written invitation from the inviting party containing the following information:
 - the name and address of the inviting party;
 - the name and position of the person signing the invitation;
 - the registration number of the inviting party;
 - detailed information on the purpose of the visit.
- (c) Written proof that the inviting party will cover all expenses or that the sending company will cover all expenses.

3. Private visit

- (a) Proof of sponsorship, an accommodation commitment from the host and/or private accommodation by means of an official national form (required by some Member States).
- (b) Invitation letter, if relevant, containing the following information:
 - the length of the stay;
 - details on the relation between the inviting person and the applicant;

- the inviting person's ID number and personal identification code of the relevant Member State concerned (if applicable);
- date and signature.

4. Travelling for the purpose of medical treatment

- (a) Official document from the receiving medical institution confirming the cost of the treatment, duration of the treatment, confirming that it can perform the specific medical treatment and that the patient will be accepted.
- (b) Proof of sufficient financial means to pay for the medical treatment and related expenses for the stay (including accommodation, if relevant) or proof of prepayment for the treatment; or
- (c) Formal commitment letter signed by the party covering the expenses of the treatment.
- (d) Certificate from an Albanian medical institution confirming the need for the person to be accompanied, if relevant.

ANNEX II

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

I. General requirements for all applicants

1. Proof of means of transport: e.g. information on intended flight connection.
2. Evidence of accommodation for the whole duration of the intended journey, as applicable:
 - (a) Hotel reservation or rental of holiday home.
 - (b) Confirmation of accommodation provided by inviting company if travelling for the purpose of business; or
 - (c) Campus reservation.
3. Documentary evidence of the applicant's professional activity or status:
 - *Employees*: letter from employer stating monthly salary, duration of employment and approval of leave.
 - *Student*: letter confirming enrolment in the college or university.
 - *Self-employed*: PAN (Permanent Account Number) registration and bank statements covering the last 6 months.
 - *Retired*: pension statement for the last 3 months or proof of regular income generated, e.g. by lease of own property or business.
4. Evidence of sufficient means of subsistence for the type and length of stay planned:
 - bank statements stamped and signed by the bank covering the last 6 months and, if applicable;
 - any other document that may provide information about the applicant's solvency, such as proof of property ownership ("*Lal purja*") and tax clearance.
5. Copy of Nepalese citizenship certificate (ID card).
6. Copies of marriage certificate and birth certificates of children, if relevant.
7. Non-Nepalese nationals: proof of legal stay in Nepal, valid three months beyond the date of return from the territory of the Member States.
 - copy of entry permit for the country to be visited after visiting the territory of the Member States, if any onward trip is planned.

8. Minors

- if the minor is travelling alone: a notarised written consent from both parents or the legal guardian;
- if the minor is travelling with only one parent: notarised consent from the other parent, except where one parent has sole custody of the minor, in which case a court order or other proof of sole custody must be provided;
- copy of identification document proving the signature of parents or guardian.

II. Documents to be submitted depending on the purpose of the visit

1. Private visit

- (a) Proof of sponsorship or private accommodation, or, in the absence of such a form or if the sponsor is different from the inviting person, a written invitation, containing the following information:
 - the inviting person's address and contact details,
 - the intended period of stay.
- (b) If the data regarding the host have not been verified by the authorities of the Member State processing the application, the following evidence should be submitted:
 - copy of the host's ID card, bio data page of his or her passport or of his or her residence permit;
 - proof of the host's residence (property title deeds, rental agreements etc.);
 - indication and proof of the means that he or she undertakes to cover the costs related to the visit.
- (c) For family visits: copies of any official document proving the family link, such as a family book, birth certificate.

2. Tourism

- (a) Certificate of the travel agency confirming the booking of an organised trip; or
- (b) Any other documents indicating the travel plans, covering all the destinations of the journey.

3. Business or participation in trade fairs, sporting, artistic, cultural and religious events, work experience or conferences

- (a) Personal invitation from the inviting company or entity or from the company or organisation providing the service, containing the following information:
 - the purpose of the trip;

- guarantee of coverage of expenses, if borne by the inviting company or entity (host) or, confirmation of payment of expenses by the applicant.
- (b) Any other documents that may prove the purpose of the visit (e.g. business correspondence proving the existence of a business relationship).
- (c) Confirmation of the applicant's enrolment in conferences or training and proof of payment of the enrolment fees, as applicable.

4. Training, short term studies, research or other types of internship

Certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses, or covering letter from the inviting company or entity. The covering letter should, as a minimum, contain the following information:

- the name and address of the inviting company or entity;
- the name and position of the person signing the invitation;
- detailed information on the purpose of the trip.

5. Official trips

Civil servants travelling for work: the original travel order, and for diplomatic, official or service passports, the original *Note Verbal* from the Ministry of Foreign Affairs.

6. Medical treatment

- (a) Certificate from a medical doctor or institution confirming the need for medical treatment in the Member State of destination.
- (b) Official document from the receiving medical institution confirming that the specific treatment can be performed and the patient is accepted for treatment.
- (c) Proof of pre-payment of the treatment.

7. Seafarers

- (a) Employment contract or appointment letter allowing boarding the vessel (showing duration of employment).
- (b) Seaman's book, if relevant.
- (c) Signed and stamped invitation from the shipping company/maritime agency of the Member State where the seafarer will join the boat. The invitation must include the following data:

- the name and family name of the seafarer;
- the place and date of birth, passport number, seaman's book number;
- date of issue, period of validity of passport and the seafarer's book;
- the seafarer's position on the vessel;

(if there are several seafarers, the relevant information concerning all, can be provided in a list, signed and stamped, and annexed to the invitation letter);

- the name and flag of the vessel;
- port and date of boarding and disembarking;
- itinerary that the seafarer will follow to arrive in the Member State of destination or transit (including date and entry point (airport) to the territory of the Member States).

In the letter of invitation, the shipping company or maritime agency based in the Member State should indicate the name and address of the agency it is working with and that will be responsible for submitting the visa application(s).

The shipping company or maritime agency based in the Member State is also required to indicate that it will bear all responsibility for the seafarer upon his or her arrival in the Member State and ensure that he or she boards the ship.