



Brussels, 27.5.2020
C(2020) 3331 final

ANNEX

ANNEX

to the

Commission Implementing Decision

amending Implementing Decision C(2011) 5500 final, as regards the list of supporting documents to be submitted by applicants for short stay visas in Indonesia

ANNEX

“Annex III

List of supporting documents to be presented by visa applicants in Indonesia

I. General requirements

1. Proof of financial means (one or more of the following documents):
 - Recent personal bank statement or balance over the last three months
 - International credit card with a photocopy of the applicant’s bank statements associated to that credit card.
2. Proof of socio-economic situation (one or more of the following documents):
 - Job letter indicating the duration of recruitment, responsibility and salary
 - Copy of labour contract
 - Proof of social ties: *Kartu Keluarga* (family card), birth certificate, etc.
3. Plane ticket: copy of the flight reservation and travel itinerary.
4. Evidence of travel itineraries if visit in several Member States are planned. Confirmation of the reservation of an organised trip or any other appropriate document indicating the envisaged travel plans.
5. Minors (person under 18 travelling alone or with only one parent):
 - An authorisation to travel (alone or with one parent) indicating the purpose of the trip and signed by both parents/legal guardians or from the parent/guardian who does not travel, with copy of their passports or national identification cards. The signature(s) should be legalised by a notary office, or
 - the parents/legal guardians may lodge the application and authorisation in person;
 - the minor’s birth certificate (photocopy).

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

1. Private visit
 - In case of stay at a private address of family or a friend: written and signed invitation.
 - Proof of sponsorship, accommodation commitment from the host and/or private accommodation by means of an official national form,
2. Business trip
 - Letter of the Indonesian company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile.
 - Invitation from the company that will be visited. The letter should incorporate relevant personal data of the invited, length of the invitation, reason and activity to develop in the Member State during the invitation.
 - If the purpose of the visit is to attend commercial fairs or congress, letters of invitation from the organisation of this events or invitations to attend them.

- Any appropriate document indicating the accommodation envisaged or proof of sufficient means to cover the accommodation.
3. Tourism
 - Confirmation of the reservation of a organised trip, or
 - If the trip is selforganised: a complete travel itinerary, and confirmed hotel booking and/or proof of payment.
 4. Trips for political, scientific or cultural reasons, to attend sport events or for religious purposes
 - Letter of invitation from the inviting entity in the Member State of destination in which it is stated the name of the organisation, contact data, data of the invited person, dates of stay in the Schengen area and reasons of the invitation.
 5. Medical treatment
 - Letter from a physician or a hospital in the Schengen area confirming the appointment; and confirming as well the necessity of treatment at that hospital or clinic, and
 - Proof of medical insurance or proof of payment for medical treatment. The applicant must present documents that proof that he has enough economic means to pay the medical treatment in its country of destination.
 6. Transit
 - In case of transit through the territory of the Member States, the applicant shall present the visa of the country to be visited after the transit, as well as the reservation of the airplane or train tickets towards its final destination.
 7. Transit of seafarers
 - Seaman's book, with a minimum validity of 6 months, if relevant.
 - Information (or letter) from the maritime agency of the Member State where the seafarer will embark. The letter must be signed and stamped by that agency and include the following data:
 - Personal data: seafarer's name and family name, place and date of birth, passport number (date of issue and date of expiry),
 - the seafarer's position on the ship (if there are several sailors, this information may be included in an attached signed and stamped list),
 - name of the ship,
 - full itinerary:
 - date and airport of entry into the territory of the Member States,
 - port of embarking,
 - duration of the seafaerer's stay on the boat,
 - port of disembarking, if applicable,
 - date of return to Indonesia, if applicable.

The maritime agency shall also indicate the name and address of the Indonesian agency that it collaborates with, which will be in charge of submitting the visa application or, that will be in charge of transporting the seafarer to the seaport upon arrival in the Member State where he or she is to board.

- If the visa application is to be submitted by an Indonesian maritime agency: letter issued by the Indonesian agency that confirms the seafarer(s) employment on the ship.
- The seafarer's work contract (photocopy).”