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ANNEXES 1 to 3

ANNEXES

to the

Commission Implementing Decision

**on the list of supporting documents to be submitted by applicants in Kuwait, Namibia
and Panama for short-stay visas**

ANNEX I

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

1. General requirements irrespective of the purpose of travel

- Copy of flight ticket or flight reservation including return flight.
- Verifiable evidence of sufficient means of subsistence during the intended stay, such as bank statements for the last three months, including the current balance, or a salary statement, or credit card copy and credit card statement.
- For minors (less than 18 years old) travelling alone or with one parent only or with the legal custodian:
 - (a) original authorisation signed by the parents/legal guardian
 - (b) copy of passport(s) of the parent(s) or legal custodian and copy of birth certificate of the minor
- For non-Kuwaiti nationals:
 - (a) Kuwait Civil ID card valid for three months beyond the intended date of departure from the territory of the Member States and 1 copy thereof.
 - (b) registration document of the employer company at the Ministry of Manpower with authorized signatories.
 - (c) bank statements for the past six months or other verifiable evidence of sufficient means of subsistence during intended stay.
 - (d) original letter from sponsor in Kuwait, stating employment status, position, length of contract and salary, stamped by the Chamber of Commerce.
 - (e) for self-employed persons: valid original trade licence and 1 copy thereof with translation

2. Documents to be submitted by applicants depending on the purpose of travel

a. Tourism or private visits

- (a) For tourism: Either 1) Proof of accommodation during the whole intended stay: hotel reservation, copy of a rental contract, or proof of self-used property in the name of the applicant, or 2) travel program: documents providing clear evidences about the applicant's travel program (hotel bookings, transportation bookings, itinerary, etc.).

- (b) For private visits: Original invitation letter signed by the host covering the intended stay or proof of private accommodation using the form as per national legislation of the country of destination, if applicable.

b. Business travel

Invitation letter from a company or an authority to attend a meeting, conference or event or other documents which show the existence of trade relations or relations for work purposes (e.g. confirmed registrations for trade fairs or congresses), including a proof of accommodation during the intended stay.

c. Medical treatment

- (a) A document issued by the medical institution in the Schengen Member State confirming that the applicant will receive medical care in that institution.
- (b) Pre-payment or other proof of sufficient financial means to cover the medical treatment and related expenses, such as insurance coverage or guarantee of payment by the State of Kuwait.

d. Short-term study or training

Certificate of enrolment at an educational establishment in the Schengen Member State for the purposes of attending vocational or theoretical courses within the framework of basic and further training or student cards or certificates of the courses to be attended.

e. Diplomatic or official government missions

- (a) Verbal Note from the Ministry of Foreign Affairs of the State of Kuwait.
- (b) For Non-Kuwaiti Nationals: Verbal Note from their Ministry of Foreign Affairs or Diplomatic Mission in the State of Kuwait stating:
 - i. The purpose of the journey;
 - ii. Passport details of the applicants;
 - iii. The declaration of cost assumption for all travellers from the Ministry.

f. Airport Transit Visa

- (a) Valid visa for the country of next or final destination.
- (b) Proof of the intention of carrying out the onward journey: copy of onward ticket or reservation.

ANNEX II

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

I. General requirements for all applicants (except official travel)

1. Proof of travel arrangements (quotation/reservation of round-trip tickets, rail tickets and other, if applicable).
2. Proof of financial status and sufficient funds:
 - a. Personal bank statements showing all transactions for the past three months (including regular monthly income);
 - b. A bank account confirmation letter;
 - c. National form for proof of sponsorship and/or accommodation if relevant.
3. Proof of accommodation including complete addresses for the entire stay in the Schengen area.
4. Proof of willingness to return to Namibia:
 - a. If employed, current letter of employment with original signature stating monthly salary, designation, employment duration and information on dates of absence for the intended journey;
 - b. If self-employed, company registration document (original + copy) and tax certificate from the Namibian Revenue Agency (NAMRA);
 - c. If other employment situation, current proof of occupation;
 - d. If student, current proof of school/university registration, confirmation of exemption from attending lectures during the requesting travel period, (with original signature);
 - e. If unemployed or retired, copy of ID of Spouse and Marriage Certificate or Birth Certificate of children under age of 18;
 - f. If unemployed or retired and single without minor children:
 - i. Proof of financial assets or;
 - ii. Proof of Property Ownership or;
 - iii. Proof of residency or;
 - iv. Pension certificate.
5. Additional requirements for minors (under 18 years):
 - a. Full, unabridged birth certificate containing father's and mother's name (original + copy);
 - b. Copy of parents'/legal guardians' passports (original + copy of data page);
 - c. If the minor will travel alone: certified parental consent by all parents/legal guardians (Affidavit);

- d. If the minor travels with only one parent/legal guardian or only one parent/legal guardian is present at the time of appointment for the visa application, the other parent/legal guardian must produce certified consent;
- e. If only one person has guardianship of the minor, or if the minor is in the care of guardians other than the parents, the relevant court documents must be presented.
- f. If either one of the parents is deceased: death certificate (original + copy);
- g. If sole custody has been granted: a decree of the competent court (original + copy).

II. Documents to be submitted depending on purpose of travel

1. Tourism

- a. Written information on destination and itinerary including names of places to be visited and dates;

2. Visiting family or friends

- a. Invitation letter with dates, names of the host(s), address and signature (not older than 3 months);
- b. Copy of passport of the inviting party and if applicable residence permit of the inviting party;

3. Business

- a. Recent invitation letter from business partner in the Schengen state of destination, including name, date and signature (invitation not older than 3 months);
- b. Cover letter by the company (employer) with complete travel plan (itinerary);
- c. If further business meetings are planned: Cover letter by the sending and – if applicable – inviting company with complete travel plan (itinerary);
- d. If relevant, national form for proof of sponsorship or declaration of assumption of costs by the inviting company in the Schengen state concerned.

4. Trade fair (business)

- a. Exhibitor's pass/visitor's pass/admission ticket;
- b. If further business meetings are planned: Cover letter by the sending and – if applicable – inviting company with complete travel plan (itinerary);
- c. If relevant, national form for proof of sponsorship or declaration of assumption of costs by the inviting company in the Schengen state concerned.

5. Official

a. Verbal note from the Ministry of International Relations and Trade of the Republic of Namibia stating:

- iv. The purpose of the journey;
- v. Passport details of the applicants;
- vi. The declaration of cost assumption for all travellers from the Ministry.

6. Documents to be submitted for airport transit

- a) Proof of entry permit for the country of final destination.
- b) Documents in relation to the onward journey to the final destination after the intended airport transit.

ANNEX III

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

I. General requirements irrespective of the purpose of travel

1. Reservation of a return ticket of the airline company or a certified travel agency (with a reservation code) or itinerary of an organized tour by tour-operator.

2. Documents proving that the applicant possesses sufficient means of subsistence, both for the duration of the intended stay and for the return to his country of origin or residence or for a transit to a third country:

a) Salary slips; and/or

b) Recent personal bank statement or balance over last three months issued by the bank; and/or

c) Credit or debit cards and statements showing the credit limit of the card; and/or

d) Original of employer's letter; and/or

e) Regular income generated by ownership of property (Derecho Posesorio o Título por la Autoridad Nacional de Administración de Tierras); and/or

f) Bank reference letter in local currency; and/or

g) Proof of sponsorship (i.e. formal obligation, scholarship for studies or research, proof of financial means of the sponsor, etc.).

3. Proof of intention to return before the expiration of the visa:

a) Proof of employment or pension; and/or

b) School attendance certificate of dependent children of the applicant; and/or

c) Property ownership certificate issued by [Dirección Nacional de Información Catastral y Avalúos](#) de la República de Panamá; and/or

d) Marriage certificate (Acta de matrimonio) issued by the Dirección Nacional de Registro Civil de la República de Panamá; and/or

e) For children: birth certificate to demonstrate parenthood, or guardianship certificate by Dirección Nacional del Registro Civil de la República de Panamá (Arraigo). If the documents are issued by a country other than Panama or a Member State, the documents should be legalised or carry an apostille, and be translated, if applicable, to the language of the embassy, Spanish or English.

4. Minors travelling alone or with one parent must present:

- a) Letter of consent from both parents/legal guardian(s) in person or notarized; and
- b) Copy of the birth certificate of the minor or adoption papers; and
- c) ID card/passport of both parents/legal guardian(s).

The proof of sole custody of a minor are the following documents:

- Birth certificate in which just one of the parents is mentioned; and
- Divorce court decision indicating the custody of a minor; or
- Death certificate of one of the parents by El Tribunal Electoral de Panamá.

* Or the equivalent documents of their country legalised by Apostille, if applicable, and translated to the language of the Embassy, Spanish or English.

5. Valid document proving legal residence in Panama:

- a) Carné de Residente Permanente; or
- b) Permiso de Residencia Provisional (PPT-7); or
- c) Long stay visa;

All issued by the Servicio Nacional de Migración de la República de Panamá.

- d) Visa de Personal Permanente de Sede de Empresa Multinacional (Visa SEM) issued by the Ministerio de Comercio e Industrias; or
- e) UN officials; or
- f) Diplomatic passport.

All documents must remain valid for three months beyond the intended date of departure from the territory of the Member States.

II. Documents to be submitted by applicants depending on the purpose of travel

1. Tourism

Evidence of accommodation in the Schengen State(s):

- a) Confirmed reservation of the hotel; or
- b) Proof of accommodation for the duration of the stay in the Schengen State of destination (temporary rental, cruise ship, etc.);

c) Travel schedule: Itinerary issued by an authorized travel agency, if applicable.

2. Family or friends' visit

Proof of relationship between visa applicant and person to be visited:

a) Birth Certificate, and/or

b) Marriage Certificate, and/or

c) Formal written and signed invitation explaining the relationship and confirming the place of accommodation as well as the contact details of the person visited; and/or

d) Formal proof of sponsorship and/or of private accommodation, if applicable, in accordance with respective internal laws of the country of destination.

3. Business

a) Invitation of the company/organization from the Schengen country. (Austria, Belgium and Italy require the national forms for proof of sponsorship and/or accommodation for business visitors); and/or

b) Evidence of the existence of commercial, contractual or professional relations in Schengen State; and/or

c) Entry tickets for fairs and congresses, if applicable; and/or

d) Documents proving the business activities of the company; and/or

e) Documents from the country of origin or country of legal residence proving the commercial, professional or financial status of the applicant (certificates from Cámara de Comercio, Industrias y Agricultura, commercial or professional licence).

4. Medical Treatment

a) Medical certificate from the country of legal residence or from Panama indicating the patient's (applicant's) disease/treatment; and

b) Declaration of the medical entity (hospital, clinic, etc.) or medical doctor in the Schengen State confirming that they will receive the patient and indicating the kind of treatment, costs, the initiating date and the estimated duration of the stay; and

c) Evidence of possession of sufficient means for the medical treatment and stay (accommodation, per diem, repatriation of the patient as well as of the accompanying person:

c.1. Letter from the insurance company stipulating coverage of the treatment expenses,
or

c.2. Proof that medical expenses or the necessary advance have already been paid if requested by the hospital

5. Short-term studies

- a) Evidence of admission to or enrolment at an educational institution in the Schengen State: student cards, admission letters or certificate of courses to be attended; and
- b) Evidence of having obtained a scholarship for studies at an educational institution in the Schengen State. If the scholarship is not enough to cover the expense in relation to the stay in the country, the applicant should provide additional evidence proving his/her possession of sufficient means, and/or
- c) Proof of payment of the studies: certificate of payment by the educational institution; or
- d) A declaration of having adequate accommodation and sufficient means at his/her disposal.

6. Participation in cultural, sports, vocational training, religious, educational or research events or programmes

- a) Accommodation: Copy of a hotel reservation or proof of other accommodation for the entire period of the stay in the Schengen State of destination; and
- b) Documents proving the event: official invitation from the organizer, enrolments or programmes stating (wherever possible) the name of the host organisation and the length of stay or any other appropriate document indicating the purpose of the journey; stamped and signed.

7. Seafarers in transit

- a) Employment contract/appointment letter (showing duration of employment);
- b) Seaman's book;
- c) A guarantee signed by the shipping company or its agent in respect to the seafarer, confirming that all expenses for the stay and, if necessary, for the repatriation of the seafarer will be covered by the shipping company;
- d) Invitation from the shipping company/ maritime agency of the Member State where the seafarer will join the boat. The invitation must be signed and bear the stamp of the company/agency and include the following data:
 - Name and family name of the seafarer;
 - Place and date of birth, passport number, seafarer'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, their information can be included in a list, signed and stamped, and annexed to the invitation letter);

- Name and flag of the boat;
- Port and date of boarding and disembarking;
- Itinerary that the seafarer will follow to arrive in the Member State of destination/transit (including date and entry point (airport) to the Schengen area);
- Name and address of the Panamanian agency it is collaborating with and will be responsible for submitting the visa applications;
- The shipping company/maritime agency based in the Member State is also required to indicate that it will bear all responsibility for the seafarer upon his/her arrival in the Member State (including in the event of repatriation) and ensure that he or she boards the ship;
- Flight reservation (if applicable).

8. Airport transit:

- a) Valid visa or other entry permit for the third country of destination;
- b) Reservation for onward journey.