



Consulate General of Bangladesh

Dubai, United Arab Emirates

www.dubai.mofa.gov.bd

BUSINESS VISA CHECKLIST

IMPORTANT: The application **must be submitted at least 07 (seven) working days prior to the intended travel date.** Failing to do so may result the application to be rejected/returned. Submission of an incomplete application will result in a visa refusal.

1	<input type="checkbox"/>	Application form (www.visa.gov.bd) duly completed and signed in every page.
2	<input type="checkbox"/>	One passport size color photo, white background, maximum six (6) months old.
3	<input type="checkbox"/>	A valid passport (and a copy) satisfying the following criteria: <ul style="list-style-type: none"><input type="checkbox"/> Its validity must be at least six months longer than the visa requested.<input type="checkbox"/> It must contain at least two blank pages.<input type="checkbox"/> It must have been issued within the previous 10 years.<input type="checkbox"/> It must hold a valid UAE visa. Damaged passports will not be accepted.
4	<input type="checkbox"/>	A valid UAE ID copy.
4	<input type="checkbox"/>	Copy of UAE Residence Visa valid at least 90 days from the intended return date.
5	<input type="checkbox"/>	No Objection Certificate from local sponsor/employer mentioning: <ul style="list-style-type: none"><input type="checkbox"/> Name and designation of the applicant;<input type="checkbox"/> Start of employment date;<input type="checkbox"/> Applicant's monthly salary;<input type="checkbox"/> Purpose of the trip, name and address of the company to be visited;<input type="checkbox"/> Exact duration of business trip;<input type="checkbox"/> Information of trip sponsor (UAE or Bangladeshi Company);<input type="checkbox"/> Assurances of applicant's return from Bangladesh before expiry of visa;<input type="checkbox"/> Name and designation of the managerial signatory;<input type="checkbox"/> Direct phone number and email of the signatory;

		<input type="checkbox"/> The owner of a company would require a letter as well. Applicants cannot sign the letter themselves.
6	<input type="checkbox"/>	Invitation letter from the Company in Bangladesh with copy of an ID/Passport of the signatory bearing the signature. The letter of invitation must mention: <ul style="list-style-type: none"> <input type="checkbox"/> Clear and detailed information about the purpose of the trip (general statement as i. e. "to start a business relation or business purpose" will not be accepted); <input type="checkbox"/> Exact duration of the business trip.
7	<input type="checkbox"/>	Confirmed hotel booking is preferable.
8	<input type="checkbox"/>	Confirmed flight ticket reservation is preferable.

I understand that an application without a complete set of documents may result in the refusal of my visa application. The submission of a complete file does not guarantee the issuance of a visa. The passport will not be returned until the final decision on the visa is adopted. The Consulate General of Bangladesh reserves the right to ask for a personal interview or any additional documents.

Date	Signature

Official Remarks:	
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