

**Business - 商务**

▲ Missing documents may negatively affect the visa decision.	For official use only
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Visa application form with a photograph</b> Schengen visa application form shall be duly completed, dated and signed by the applicant. To see the visa application photo specifications, please, click <a href="https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf">https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf</a> . 申请表 + 照片1张 申请人填写完整、注明日期并签字的申根签证申请表。查看关于签证申请照片的信息请点击 <a href="https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf">https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf</a> .	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Travel document</b> The travel document must be valid for a minimum of three (3) months after the planned journey, issued within the previous 10 years and have at least two (2) blank pages. 护照/旅行文件 护照应在过去 10 年内签发, 且要在行程结束后仍有至少 3 个月的有效期。护照应有至少 2 页的空白页	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Other travel documents</b> Incl. possible another valid travel document and/or previous travel documents with previous Schengen visas issued within last 59 months. 其他护照/旅行文件 包括可能是过去59个月内签发的另一本有效旅行证件和/或曾具有申根签证的旅行证件。	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Travel medical insurance</b> Travel medical insurance must be valid for the duration of travel and cover the entire Schengen area. An applicant for a multiple-entry visa may provide an insurance policy, which is valid during the first trip. The minimum coverage of the policy must be 30 000 (thirty thousand) euros. The policy has to cover costs in case of sudden illness or accident and assistance on site, including the costs of medical repatriation to the place of permanent residence of the insured person or the repatriation in case of death. Name in pinyin. 旅行保险 旅行医疗保险必须在旅行期间有效并覆盖整个申根区。多次入境签证的申请人需要提供第一次行程的保单。保单的最低保额必须为 30 000 (三万) 欧元。该保单必须承保突发疾病或事故以及现场援助的费用, 包括医疗遣返到被保险人永久居住地的费用或死亡情况下的遣返费用。 被保险人的名字以拼音的形式体现在保单上。	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Documents for business travel</b> Invitation letter from business partner(s) in Finland/Schengen; on official paper, including contact information, position and signature of the inviter, a brief explanation of the nature of the business relationship; the purpose, duration and program of the visit; information about the party who bears the costs of the trip. 商务旅行文件 邀请函由芬兰/申根区的公司或活动主办方提供; 邀请函写在正式的抬头信纸上, 内容包括邀请方联系方式、职位、签名, 简要说明业务关系的性质; 出行的目的, 访问时间和计划, 承担旅程费用的单位/个人信息。	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Hukou</b> Hukou must be presented if business trip is combined with any other purpose of the journey (translation not required, original shall be presented with the copy). 户口 如果商务行程和旅游/探亲访友行程结合, 需提供户口本复印件 (无需翻译, 需在提交申请时出示原件)	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Proof of financial means</b> Proof of sufficient means of subsistence: 3 months bank statement (translation not required) -Of the applicant -Or of the receiving/dispatching company if bearing the costs guaranteed in the invitation/employment letter. 经济状况证明 足够的偿付能力证明: -个人近 3 个月的银行对帐单原件。(无需翻译) -或者若雇主/邀请方支付行程费用, 需在派遣函/邀请信中明确提出, 并且需出示其偿付能力证明如近3个月的银行对帐单原件。	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Proof of employment</b> Letter of employment on official letterhead, stamped and dated; containing contact information (address, email, tel. number) as well as name, position and signature of the countersigning officer. The letter must state the name and position of the applicant, salary, years of employment and approval of absence/position after leave. 在职证明 需使用公司正式的信头纸并加盖公章, 明确日期, 并涵盖联系信息 (地址、邮箱、电话)、公司签字人的姓名、职务及签名。证明信同时需要明确申请人的姓名、职务、收入、工作年限及准假许可。	<input type="checkbox"/> Pending
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Documents confirming employer's circumstances</b> A copy of sealed company business license (translation not required). 确认雇主情况的文件 公司营业执照复印件并加盖鲜章 (无需翻译)	<input type="checkbox"/> Pending

Yes  No **Other additional documents**  Pending

In case business trip is combined with tourism:  
-Travel plan/itinerary  
-Transport reservations  
-Proof of accommodation for the whole stay in Schengen area

In case business trip is combined with visit to family member or friend, following documents must be submitted:  
-Invitation letter, signed by the inviter and max 6 months old. Invitation must include the purpose and duration of the visit; relationship with the inviter and contact information.  
-Proof of legal residence of the inviter in Finland; copy of passport or residence permit.  
-Proof of relationship with the inviter for family members: a notarized marriage certificate AND/OR extract from Finnish population registry VTJ/ or birth certificate if applicable.

其他附加文件  
如果商务行程和旅游行程结合，需提供以下材料：  
-旅游计划  
-交通预定单  
-涵盖在申根国家停留的全部期间的住宿证明

如果商务行程和探亲访友行程结合，需提供以下材料：  
-邀请信，需要邀请人本人签署，出具时间不得超过6个月。邀请信必须包括被邀请人的出行目的及访问时间，被邀请人与邀请人的关系以及联系信息。  
-芬兰邀请人合法的居留许可证明文件，护照或者居留许可复印件  
-邀请人与被邀请人的关系证明（如双方为家庭成员，需递交经公证的结婚证明和/或者芬兰人口登记系统VTJ/出生证明）

Yes  No **Documents for third country citizens**  Pending

In case of third country citizens (non Chinese): Proof of valid residence status In the People' s Republic of China

第三国公民所需文件  
如是第三国公民(非中国公民)，需持有有效的中国居留许可

Yes  No **Request for visa revocation**  Pending

Request for visa revocation is added at the Visa Application Centre, if needed.

撤销签证的要求  
撤销签证申请书  
-在签证中心添加，如适用

Yes  No **Other submission documents**  Pending

Other submission documents are added at the Visa Application Centre, if needed.

其他文件  
-在签证中心添加，如适用

### Signatures

I have understood that I (or my authorised representative) have to submit the above-mentioned documents to the Visa Application Centre. By signing this form, I hereby confirm that all the information stated in the documentation is true.  
我明白我（或我的授权代表）必须向签证中心提交上述文件。通过签署此表格，我在此确认文件中所述的所有信息都是真实的

\_\_\_\_\_  
Signature of the applicant / representative of the applicant  
申请人/代办人签名

### For official use only (at the Visa Application Centre) 仅供官方使用（在签证中心填）

- I have understood that I have to submit the above-mentioned missing documents to the Visa Application Centre by the date mentioned above. If I do not submit the documents by the date mentioned above, I accept by signing this form that the visa application will be examined without the requested documents and that the decision may be to my disadvantage.  
我同意在上述日期之前向签证中心提交上述文件。我签署此表格并接受如未在上述日期内提交所需文件，签证申请会在没有此所需文件的情况下进行审核且决定可能对我不利。
- I do not intend to submit the above-mentioned missing documents to the Visa Application Centre. I accept by signing this form that the visa application will be examined without the requested documents and that the decision may be to my disadvantage.  
我不会向签证中心提供上述所需文件。  
我签署此表格并接受签证申请会在没有此所需文件的情况下进行审核且决定可能对我不利。

\_\_\_\_\_  
Signature of the applicant / representative of the applicant  
申请人/代办人签名

\_\_\_\_\_  
Signature of the submission officer