



Documents for Thailand:

Job Holder:

- 07 Months Valid Passport With Old Passport (If have)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 45 mm)
- Visiting card
- No objection certificate (NOC)
- Marriage certificate copy (if spouse name not mentioned in the passport)
- Employee Id card copy (One photo copy)
- Salary bank statement (Last 06 months) and bank solvency certificate or salary certificate or pay slip
- Personal bank solvency certificate
- Personal bank statement of last 06 months and minimum balance BDT 70,000 for each applicant.

Businessman:

- 07 Months Valid Passport With Old Passport (If have)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 45 mm)
- Personal or Company bank statement of last 06 months and minimum balance BDT 70,000 for each applicant
- Renewal trade license copy with notary public (english translated)
- Visiting card
- Marriage certificate copy (if spouse name not mentioned in the passport)
- Memorandum for limited company form page XII (One photo copy)
- Company letter head pad
- Personal or company bank solvency certificate

Govt Job Holder:

- 07 Months Valid Passport With Old Passport (If have)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 45 mm)
- Visiting card
- Marriage certificate copy (if spouse name not mentioned in the passport)
- Employee Id card copy (One photo copy)



- Salary bank statement (Last 06 months) and bank solvency certificate or salary certificate or pay slip
- Personal bank solvency certificate
- Personal bank statement of last 06 months and minimum balance BDT 70,000 for each applicant.
- GO (Government order) for official passport

Doctor:

- 07 Months Valid Passport With Old Passport (If have)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 45 mm)
- Visiting card
- BMDC certificate for doctor (Scan copy)
- Marriage certificate copy (if spouse name not mentioned in the passport)
- Personal bank solvency certificate
- Personal bank statement of last 06 months and minimum balance BDT 70,000 for each applicant.

Advocate _ Lawyer:

- 07 Months Valid Passport With Old Passport (If have)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 45 mm)
- Visiting card
- BAR council certificate (One photo copy)
- Marriage certificate copy (if spouse name not mentioned in the passport)
- Personal bank solvency certificate
- Personal bank statement of last 06 months and minimum balance BDT 70,000 for each applicant.

Student:

- 07 Months Valid Passport With Old Passport (If have)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 45 mm)
- ID card (Student) one photocopy both sides
- Leave letter from school or collage original copy



- Parents bank statement (Last 06 months) & solvency certificate (Minimum balance BDT 70,000 for each applicant)

Non-student Child:

- 07 Months Valid Passport With Old Passport (If have)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 45 mm)
- Birth certificate
- Parents bank statement (Last 06 months) & solvency certificate (Minimum balance BDT 70,000 for each applicant)

Housewife:

- 07 Months Valid Passport With Old Passport (If have)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 45 mm)
- Marriage certificate copy (if spouse name not mentioned in the passport)
- Personal bank solvency certificate
- Personal bank statement of last 06 months and minimum balance BDT 70,000 for each applicant.

Retired person:

- 07 Months Valid Passport With Old Passport (If have)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 45 mm)
- Retirement document (Retired Person) one photo copy
- Marriage certificate copy (if spouse name not mentioned in the passport)
- Personal bank solvency certificate
- Personal bank statement of last 06 months and minimum balance BDT 70,000 for each applicant.

Unemployed:

- 07 Months Valid Passport with Old Passport (If have)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 45 mm)
- Personal bank solvency certificate
- Personal bank statement of last 06 months and minimum balance BDT 70,000 for each applicant.
- NID or birth certificate (must) one photo copy



Documents for Singapore:

Job Holder:

- 07 Months Valid Passport With Old Passport
(If have) No objection certificate (NOC)
- Employee Id card copy (One photo copy)
- Recent 2 copy photograph(35*45 mm) taken in last 3 months (Matt paper, white background only). Personal bank solvency certificate
- Personal bank statement of last 06 months and minimum balance BDT 70,000 for each applicant. NID or birth certificate (must) one photo copy
- Visiting Card

Businessman:

- 07 Months Valid Passport With Old Passport (If have)
- Personal or Company bank statement of last 06 months and minimum balance BDT 70,000 for each applicant
- Renewal trade license copy with notary public (english translated) Blank page of office pad (two copy)
- Recent 2 copy photograph(35*45 mm) taken in last 3 months (Matt paper, white background only). NID or birth certificate (must) one photo copy
- Personal or company bank solvency certificate Visiting Card



Govt Job Holder:

- 07 Months Valid Passport With Old Passport (If have)
- GO And Note verbal or letter of introduction LOI (Issued by foreign ministry of Bangladesh office) Recent 2 copy photograph(35*45 mm) taken in last 3 months (Matt paper, white background only). Personal bank solvency certificate
- Personal bank statement of last 06 months and minimum balance BDT 70,000 for each applicant. NID or birth certificate (must) one photo copy
- Visiting Card

Doctor:

- 07 Months Valid Passport With Old Passport
(If have) No objection certificate (NOC)
- BMDC certificate for doctor (Scan copy)
- Recent 2 copy photograph(35*45 mm) taken in last 3 months (Matt paper, white background only). Personal bank solvency certificate
- Personal bank statement of last 06 months and minimum balance BDT 70,000 for each applicant. NID or birth certificate (must) one photo copy



Advocate _ Lawyer:

- 07 Months Valid Passport With Old Passport (If have)
- No objection certificate (NOC)
- BAR council certificate (One photo copy)
- Recent 2 copy photograph(35*45 mm) taken in last 3 months (Matt paper, white background only). Personal bank solvency certificate
- Personal bank statement of last 06 months and minimum balance BDT 70,000 for each applicant. NID or birth certificate (must) one photo copy

Student:

- 07 Months Valid Passport With Old Passport (If have) ID card (Student) one photocopy both sides
- Recent 2 copy photograph(35*45 mm) taken in last 3 months (Matt paper, white background only). NID or birth certificate (must) one photo copy
- Parents bank statement (Last 06 months) & solvency certificate (Minimum balance BDT 70,000 for each applicant)



Non-student Child:

- 07 Months Valid Passport With Old Passport (If have)
- Recent 2 copy photograph(35*45 mm) taken in last 3 months (Matt paper, white background only). NID or birth certificate (must) one photo copy
- Parents bank statement (Last 06 months) & solvency certificate (Minimum balance BDT 70,000 for each applicant)

Housewife:

- 07 Months Valid Passport With Old Passport (If have)
- Recent 2 copy photograph(35*45 mm) taken in last 3 months (Matt paper, white background only). Personal bank solvency certificate
- Personal bank statement of last 06 months and minimum balance BDT 70,000 for each applicant. NID or birth certificate (must) one photo copy

Retired person:

- 07 Months Valid Passport With Old Passport (If have)
- Retirement document (Retired Person) one photo copy
- Recent 2 copy photograph(35*45 mm) taken in last 3 months (Matt paper, white background only).
- Personal bank solvency certificate
- Personal bank statement of last 06 months and minimum balance BDT 70,000 for each applicant.
- NID or birth certificate (must) one photo copy



Unemployed:

07 Months Valid Passport With Old Passport (If have)

Recent 2 copy photograph(35*45 mm) taken in last 3 months (Matt paper, white background only).

Personal bank solvency certificate

Personal bank statement of last 06 months and minimum balance BDT 70,000 for each applicant.

NID or birth certificate (must) one photo copy

Required Documents for Singapore Visa with LOI Job Holder:

- 07 Months Valid Passport With Old Passport (If have)
- No objection certificate (NOC)
- Employee Id card copy (One photo copy)
- Recent 2 copy photograph(35*45 mm) taken in last 3 months (Matt paper, white background only).
- Personal bank solvency certificate
- Personal bank statement of last 06 months and minimum balance BDT 70,000 for each applicant.
- NID or birth certificate (must) one photo copy
- Visiting Card

Businessman:

- 07 Months Valid Passport With Old Passport (If have)
- Personal or Company bank statement of last 06 months and minimum balance BDT 70,000 for each applicant
- Renewal trade license copy with notary public (English translated)
- Recent 2 copy photograph (35*45 mm) taken in last 3 months (Matt paper, white background only). NID or birth certificate (must) one photo copy
- Personal or company bank solvency certificate Visiting Card



Retired person:

- 07 Months Valid Passport With Old Passport (If have)
- Recent 2 copy photograph (35*45 mm) taken in last 3 months (Matt paper, white background only). Personal bank solvency certificate
- Personal bank statement of last 06 months and minimum balance BDT 70,000 for each applicant. NID or birth certificate (must) one photo copy

Required Documents for E-Visa (Malaysia)

Job Holder:

- 07 Months Valid Passport With Old Passport (If have)
- Visiting card
- No objection certificate (NOC)
- Marriage certificate copy (if spouse name not mentioned in the passport)
- Employee Id card copy (One photo copy)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 50 mm, Matt paper).
- Personal bank solvency certificate
- Personal or Company bank statement of last 06 months and minimum balance BDT 80,000 for each applicant



Businessman:

- 07 Months Valid Passport With Old Passport (If have)
- Renewal trade license copy with notary public (English translated)
- Visiting card
- Marriage certificate copy (if spouse name not mentioned in the passport)
- Memorandum for limited company form page XII (One photo copy)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 50 mm, Matt paper).
- Company letter head pad
- Personal or company bank solvency certificate
- Personal or Company bank statement of last 06 months and minimum balance BDT 80,000 for each applicant

Govt Job Holder:

- 07 Months Valid Passport With Old Passport (If have)
- Visiting card
- Marriage certificate copy (if spouse name not mentioned in the passport)
- Employee Id card copy (One photo copy)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 50 mm, Matt paper).
- Personal bank solvency certificate
- GO (Government order) for official passport
- Personal or Company bank statement of last 06 months and minimum balance BDT 80,000 for each applicant

Doctor:

- 07 Months Valid Passport with Old Passport (If have) Visiting card
- BMDC certificate for doctor (Scan copy)
- Marriage certificate copy (if spouse name not mentioned in the passport)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 50 mm, Matt paper).
- Personal bank solvency certificate
- Personal or Company bank statement of last 06 months and minimum balance BDT 80,000 for each applicant



Advocate _ Lawyer:

- 07 Months Valid Passport With Old Passport (If have) Visiting card
- BAR council certificate (One photo copy)
- Marriage certificate copy (if spouse name not mentioned in the passport)
- Employee Id card copy (One photo copy)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 50 mm, Matt paper).
- Personal bank solvency certificate
- Personal or Company bank statement of last 06 months and minimum balance BDT 80,000 for each applicant

Student:

- 07 Months Valid Passport With Old Passport (If have) ID card (Student) one photocopy both sides
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 50 mm, Matt paper).
- Personal bank solvency certificate
- Personal or Company bank statement of last 06 months and minimum balance BDT 80,000 for each applicant
- Non-student Child:
- 07 Months Valid Passport With Old Passport (If have)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 50 mm, Matt paper).
- Personal bank solvency certificate Birth certificate
- Personal or Company bank statement of last 06 months and minimum balance BDT 80,000 for each applicant



Housewife:

- 07 Months Valid Passport with Old Passport (If have)
- Marriage certificate copy (if spouse name not mentioned in the passport)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 50 mm, Matt paper).
- Personal bank solvency certificate
- NID or birth certificate (must) one photo copy
- Personal or Company bank statement of last 06 months and minimum balance BDT 80,000 for each applicant.

Retired person:

- 07 Months Valid Passport With Old Passport (If have) Retirement document (Retired Person) one photo copy
- Marriage certificate copy (if spouse name not mentioned in the passport)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 50 mm, Matt paper).
- Personal bank solvency certificate
- Personal or Company bank statement of last 06 months and minimum balance BDT 80,000 for each applicant

Unemployed:

- 07 Months Valid Passport with Old Passport (If have)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 50 mm, Matt paper).
- Personal bank solvency certificate
- NID or birth certificate (must) one photo copy
- Personal or Company bank statement of last 06 months and minimum balance BDT 80,000 for each applicant

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Job Holder:

- Confirm air ticket copy for Vietnam immigration
- approval 2 2 2 Confirm hotel booking Vietnam
- immigration approval Photograph (Vietnam) 4*6 cm,
- background white
- Valid passport

Businessman:

- Confirm air ticket copy for Vietnam immigration 2
- approval Confirm hotel booking Vietnam immigration 3
- approval Photograph (Vietnam) 4*6 cm, background white
- Valid passport

Retired person:

- Confirm air ticket copy for Vietnam immigration approval
- Confirm hotel booking Vietnam immigration approval
- Photograph (Vietnam) 4*6 cm, background white
- Valid passport



Student:

- Confirm air ticket copy for Vietnam immigration
- approval Confirm hotel booking Vietnam immigration
- approval Photograph (Vietnam) 4*6 cm, background white
- Valid passport

U.A.E VISA CHECKLIST

#Transit Visa (96 hours/ 4 days stay validity)

1. Duly Filled in Dubai Transit Visa Form.
2. 6 (Six) Month passport validity.
3. 1 Color Photograph (Recent 3 Months) (Hard copy +Scan JPG)
4. Copy of passport bio page / information page with scan copy
5. Copy of a valid visa of onward destination (Hard copy +Scan JPG)
6. Emirates ticket copy (Hard copy +Scan JPG)
7. Visiting Card (Hard copy +Scan JPG)
8. Undertaking on Company letter head/ travel agent letter head

#Visitor Visa (30 days stay validity)

1. Duly Filled in Dubai Visitor Visa Form.
2. 6 (Six) Month passport validity.
3. 1 Color Photograph (Recent 3 Months) (Hard copy +Scan JPG)
4. 2 Copy of passport bio page & copy of previous travel history (Hard copy +Scan JPG)
5. Visiting Card (Hard copy +Scan JPG)
6. Booking on Emirates
7. Birth Certificate for under 18 applicants (JPG Scan copy)
8. Forwarding letter on company letter head +jpg scan copy
9. Undertaking on Company letter head/ travel agent letter head:
 - a) For Any Deportation/ Overstay Charges
 - b) If Emirates ticket is not utilized then airlines will debit the cost of ticket from travel agency account.



REQUIREMENTS FOR Australia

Common Required Documents:

1. 6 months valid passport with all old passports.
2. 1 recently taken photos taken within the last 3 months (35X45 mm).
3. 1 Visiting Cards.
4. Marriage certificate & Nikah Nama (English Translated & Notarized)
5. Personal bank solvency.
6. Personal last 6 months bank statement.
7. Financial evidence like as FDR, Land, Flat (Asset Valuation).
8. Visa request letter.
9. NID.
10. TIN, Income Tax Certificate, Income Tax Return.
11. Vaccine Certificate.
12. Family information: Parents, Brothers, Sister, Spouse & Children's Birth Date, Martial Status, Present Address & Occupation. (If death – Deceased date and place of death)
13. Last Education details – Course Name, Institute Name, Passing Year, and Address 14. Last 10 years Employment History – Company Name, Designation, Starting & Ending date.
15. Invitation letter or hotel booking.

Additional Requirements for Businessman:

1. Trade License (Translated & Notarized).
2. TIN, BIN, Income Tax Certificate, Income Tax Return.
3. Company Last 6 Months Bank Statement.
4. Company Bank Solvency.



REQUIREMENTS FOR UK

Common Required Documents:

1. 6 months valid passport with all old passports.
2. 1 recently taken photos taken within the last 3 months (35X45 mm).
3. 1 Visiting Cards.
4. Marriage certificate & Nikah Nama (English Translated & Notarized)
5. Personal bank solvency.
6. Personal last 6 months bank statement.
7. Financial evidence like as FDR, Land, Flat (Asset Valuation).
8. Visa request letter.
9. NID.
10. TIN, Income Tax Certificate, Income Tax Return.
11. Vaccine Certificate.
12. Family information: Parents, Brothers, Sister, Spouse & Children's Birth Date, Martial Status, Present Address & Occupation. (If death – Deceased date and place of death)
13. Last Education details – Course Name, Institute Name, Passing Year, Address
14. Last 10 years Employment History – Company Name, Designation, Starting & Ending date.
15. Invitation letter or hotel booking.

Additional Requirements for Businessman:

1. Trade License (Translated & Notarized).
2. TIN, BIN, Income Tax Certificate, Income Tax Return.
3. Company Last 6 Months Bank Statement.
4. Company Bank Solvency.



China Visa

Required Documents for Sticker visa (China 1st time) Previously 3 country visited

Job Holder:

- 07 Months Valid Passport With Old Passport (If have) Visiting card
- No objection certificate (NOC)
- Marriage certificate copy (if spouse name not mentioned in the passport)
- Employee Id card copy (One photo copy)
- TIN certificate tax return copy
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 50 mm).
- Personal bank solvency certificate
- Personal or Company bank statement of the last 06 months and minimum balance BDT 3,00,000 for each applicant

Businessman:

- 07 Months Valid Passport With Old Passport (If have)
- Renewal trade license copy with notary public (english translated) Visiting card
- Marriage certificate copy (if spouse name not mentioned in the passport)
- Memorandum for limited company form page XII (One photo copy)



- TIN certificate tax return copy
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 50 mm).
- Personal bank solvency certificate Company letter head pad
- Personal or Company bank statement of the last 06 months and minimum balance BDT 3,00,000 for each applicant

Govt Job Holder:

- 07 Months Valid Passport With Old Passport (If have)
- Visiting card
- Marriage certificate copy (if spouse name not mentioned in the passport)
- TIN certificate tax return copy
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 50 mm).
- Personal bank solvency certificate
- GO (Government order) for official passport
- Personal or Company bank statement of the last 06 months and minimum balance BDT 3,00,000 for each applicant

Doctor:

- 07 Months Valid Passport With Old Passport (If have)
- Visiting card
- BMDC certificate for doctor (Scan copy)
- Marriage certificate copy (if spouse name not mentioned in the passport)
- TIN certificate tax return copy
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 50 mm).
- Personal bank solvency certificate
- Personal or Company bank statement of the last 06 months and minimum balance BDT 3,00,000 for each applicant



Advocate _ Lawyer:

- 07 Months Valid Passport With Old Passport (If have)
- Visiting card
- BAR council certificate (One photo copy)
- Marriage certificate copy (if spouse name not mentioned in the passport)
- TIN certificate tax return copy
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 50 mm).
- Personal bank solvency certificate
- Personal or Company bank statement of the last 06 months and minimum balance BDT 3,00,000 for each applicant

Student:

- 07 Months Valid Passport With Old Passport (If have)
- ID card (Student) one photocopy both sides
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 50 mm).
- Personal bank solvency certificate
- Personal or Company bank statement of the last 06 months and minimum balance BDT 3,00,000 for each applicant

Non-student Child:

- 07 Months Valid Passport With Old Passport (If have)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 50 mm).
- Bank statement of Father or mother for last 06 months and bank solvency certificate
- Birth certificate
- NID or birth certificate (must) one photo copy
- Personal or Company bank statement of the last 06 months and minimum balance BDT 3,00,000 for each applicant

Housewife:

- 07 Months Valid Passport With Old Passport (If have)
- Marriage certificate copy (if spouse name not mentioned in the passport)
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 50 mm).



- Personal bank solvency certificate
- Personal or Company bank statement of the last 06 months and minimum balance BDT 3,00,000 for each applicant

Retired person:

- 07 Months Valid Passport With Old Passport (If have)
- Retirement document (Retired Person) one photo copy
- Marriage certificate copy (if spouse name not mentioned in the passport)
- TIN certificate tax return copy
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 50 mm).
- Personal bank solvency certificate
- Personal or Company bank statement of the last 06 months and minimum balance BDT 3,00,000 for each applicant

Unemployed:

- 07 Months Valid Passport With Old Passport (If have)
- Marriage certificate copy (if spouse name not mentioned in the passport)
- TIN certificate tax return copy
- Recent 2 copy photograph taken in last 3 months (white background only, photo size 35 mm X 50 mm).
- Personal bank solvency certificate
- Personal or Company bank statement of the last 06 months and minimum balance BDT 3,00,000 for each applicant



United States

Required Documents for Sticker Visa (United States)

Job Holder:

- 07 Months Valid Passport With Old Passport (If have)
- Visiting card
- No objection certificate (NOC)
- BMDC certificate for doctor (Scan copy)
- BAR council certificate (One photo copy)
- Marriage certificate copy (if spouse name not mentioned in the passport)
- GO And Note verbal or letter of introduction LOI (Issued by foreign ministry of Bangladesh office)
- TIN certificate tax return copy
- Passport bio page scan copy
- Previous visited countries name
- List all educational Institutions you attend
- Parents & spouse information(Name, date of birth & birth place)
- Names, address and phone number of present employer or school
- Monthly salary in local currency & designation (If employed)
- Provide your previous employment information(Employer name, address, Telephone number, Job Title, Supervisor's name, dates of employment (Fromto))
- NID or birth certificate (must) one photo copy
- Salary certificate
- Document of properties
- Blue book photocopy of car if any
- Document of other income if any
- Recent color photograph (size 2x2, matt paper)
- All documents of financial solvency, Like: FDR, Share, Bonds or Other savings, security deposit or cash investment

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www.sanaholidaysbd.com



Businessman:

- 07 Months Valid Passport With Old Passport (If have)
- Personal or Company bank statement of last 06 months and minimum balance BDT 70,000 for each applicant
- Renewal trade license copy with notary public (english translated)
- Visiting card
- Marriage certificate copy (if spouse name not mentioned in the passport)
- Memorandum for limited company form page XII (One photo copy)
- TIN certificate tax return copy
- Personal bank solvency certificate
- Passport bio page scan copy
- Previous visited countries name
- List all educational Institutions you attend
- Names, address and phone number of present employer or school
- Monthly salary in local currency & designation (If employed)
- Parents and spouse information (Name,date of birth,birth place)
- Provide your previous employment information(Employer name, address, Telephone number, Job Title, Supervisor's name, dates of employment (Fromto)
- Company letter head pad
- NID or birth certificate (must) one photo copy
- Document of properties
- Blue book photocopy of car if any
- Document of other income if any
- Recent color photograph (size 2x2, matt paper)
- All documents of financial solvency, Like: FDR, Share, Bonds or Other savings, security deposit or cash investmen



Govt Job Holder:

- 07 Months Valid Passport With Old Passport (If have)
- Visiting card
- Marriage certificate copy (if spouse name not mentioned in the passport)

GO And Note verbal or letter of introduction LOI (Issued by foreign ministry of Bangladesh office)

- TIN certificate tax return copy
- Passport bio page scan copy
- Previous visited countries name
- List all educational Institutions you attend
- Parents & spouse information(Name,date of birth & birth place)
- Names, address and phone number of present employer or school
- Monthly salary in local currency & designation (If employed)
- Parents and spouse information (Name,date of birth,birth place)
- Provide your previous employment information(Employer name, address, Telephone number, Job Title, Supervisor's name, dates of employment (Fromto))
- NID or birth certificate (must) one photo copy
- Recent color photograph (size 2x2, matt paper)
- Information of parents, spouse, child, siblings (Name, date of birth, current country of residence)

Student:

- 07 Months Valid Passport With Old Passport (If have)
- NOC (Student) original copy
- Bank statement copy(If have sponsor)
- TIN certificate tax return copy
- Personal bank solvency certificate
- Passport bio page scan copy
- Previous visited countries name
- List all educational Institutions you attend
- Parents & spouse information(Name,date of birth & birth place)
- Names, address and phone number of present employer or school
- Monthly salary in local currency & designation (If employed)
- Provide your previous employment information(Employer name, address, Telephone number, Job Title, Supervisor's name, dates of employment (Fromto))
- NID or birth certificate (must) one photo copy
- Document of properties
- Recent color photograph (size 2x2, matt paper)



Retired person:

- 07 Months Valid Passport With Old Passport (If have)
- Personal or Company bank statement of last 06 months and minimum balance BDT 70,000 for each applicant
- Retirement document (Retired Person) one photo copy
- Marriage certificate copy (if spouse name not mentioned in the passport)
- Photocopy of share document
- Personal bank solvency certificate
- Passport bio page scan copy
- Previous visited countries name
- List all educational Institutions you attend
- Parents & spouse information(Name,date of birth & birth place)
- Names, address and phone number of present employer or school
- Monthly salary in local currency & designation (If employed)
- Provide your previous employment information(Employer name, address, Telephone number, Job Title, Supervisor's name, dates of employment (Fromto))
- NID or birth certificate (must) one photo copy
- Document of properties
- Document of other income if any
- Recent color photograph (size 2x2, matt paper)
- All documents of financial solvency, Like: FDR, Share, Bonds or Other savings, security deposit or cash investment



Indian Visa

Job Holder:

- No objection certificate (NOC)
- BMDC certificate for doctor (Scan copy)
- BAR council certificate (One photo copy)
- Marriage certificate copy (if spouse name not mentioned in the passport)
- Employee Id card copy (One photo copy)
- NID or birth certificate (must) one photo copy
- Visiting Card
- One recent (not less than 3 months old) 2x2 (350x350 pixels) colour photograph depicting full face with white background.
- Proof of Profession: Certificate from the employer. In case of students, copy of Identity card from the educational institution is to be attached, for retired person need retirement papers.
- Proof of Financial soundness: International travel card like SBI Travel card / updated bank statement (last 3 month) / endorsement* of foreign currency equivalent to US\$150/- per applicant (Endorsement* should not be older than 1 (one) month at the time
- Passport, in original, with a minimum validity of six months as on the date of submission of application for visa. The passport should have at least two (2) blank pages. Copy of the passport (Page no 2 & 3) should be attached. All old passports must be
- Health Insurance Copy

Businessman:

- Renewal trade license copy with notary public (English translated)
- Blank page of office pad (two copy)
- NID or birth certificate (must) one photo copy
- Visiting Card
- Proof of Residence (Present): A copy of National ID Card and Latest Utility Bill such as electricity, telephone, gas or water bill (not more than 3 months old) copy. One recent (not less than 3 months old) 2x2 (350x350 pixels) color photograph depicting full face with white background.
- Proof of Profession: Certificate from the employer. In case of students, copy of Identity card from the educational institution is to be attached, for retired person need retirement papers.
- Proof of Financial soundness: International travel card like SBI Travel card / updated bank statement (last 3 month) / endorsement* of foreign currency equivalent to

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- US\$150/- per applicant (Endorsement* should not be older than 1 (one) month at the time)
- Passport, in original, with a minimum validity of six months as on the date of submission of application for visa. The passport should have at least two (2) blank pages. Copy of the passport (Page no 2 & 3) should be attached. All old passports must be

Indonesia Visa Check List

1. Passport with Minimum 7 Month's Validity all previous passports must be given.
2. Recent 2 copies Photo, (35mm x 50 mm Size, Mat paper). Background must be White Colour Lab Print without glass.
3. Last Six Month's Original Bank Statement, & Bank solvency Certificate, with Seal & Sign Minimum Balance 2, 00000 /- BDT.(Per person)
4. Nid Copy for Adult & Birth Certificate for Child
5. Vaccine Certificate
6. 1 Blank Cheque Page Hard Copy
7. Marriage Certificate or Nikha Nama
8. Tin Certificate & Income Tax Return Certificate
9. Proof of Profession (Service Holder – NOC, Salary Certificate/Last 3 Months Pay Slip, Office ID card Copy, Visiting card.
10. Business Person – Update Trade License, Visiting card, letter head pad. Company-TIN, BIN, (If Bengali, translates into English with Notary Must)
(Memorandum for LTD Company)
11. Retired Person – Retired Certificate - (If Bengali, translate into English with Notary
12. Government Service Holder GOC Copy (If Bengali, translate into English with Notary



13. for student ID card copy, salary receipt/NOC for School/College/University
14. Private Physician Doctor BMDC certificate & practice Pad
15. Advocate bar Association Certificate
16. House Owner Property documents & Last 6 Month House Rent Receipt Copy (If Bengali, translate into English with Notary)

REQUIREMENTS FOR FRANCE (SCHENGEN) VISA

Common Required Documents:

1. Visa Application Form (We Will Fill Up)
2. 2 Recently Taken Photos Taken Within the Last 3 Months (35X45) MM
3. 2 Visiting Cards
4. NOC From Employer (Must Be Written Joining Date & Post)
5. For Businessman Translated & Notarized Trade License
6. Marriage Certificate & Nikah Nama Translated & Notarized
7. Personal Bank Statement
8. Personal Bank Solvency
9. 3 Months Pay Slip for Employee
10. BM&DC Certificate (IF DOCTOR)
11. Financial Evidence Like As FDR, Land, Flat (Asset Valuation);
12. For Government Passport Holder Must Need Go with Note Verbal- Translated & Notarized
13. Visa Request Letter
14. NID
15. Tin, Income Tax Certificate, Income Tax Return
16. Vaccine Certificate
17. Hotel Booking or Invitation Letter
18. Health Insurance Coverage 30000 Euros (Charge Depends on Age)



PHILIPPINE VISA REQUIREMENTS:

1. Accomplished and signed VISA APPLICATION FORM (which may be accessed and filled-up).
2. The Embassy might ask for the police Clearance. But please don't make it unless the Embassy asks.
3. Proof of Financial capability e.g. **bank solvency**.
4. **Bank Statement** Of 6 Months transaction, account must be continue minimum balance must be TK. 2 Lac. If any applicant suddenly deposit big amount, applicants must be prove source of income with documents
5. **TIN Certificate** (English)
6. For *Businessmen*: **Trade License** (English translate with notarized)
7. For *Employees*: **NOC letter & Office ID**, Student: Letter from school/University. ID.
8. Two copies of 2"x2" recent photographs (**white background & without glasses**).
9. If you have Invitation letter from a sponsor. **Must be notarized if personal invitation**. (With sponsor's passport copy & ID card, send a copy to Philippine Embassy also from Philippine). **Proof of financial capability: e.g., assets/ownership, proof of tax payments certificate of employment, valid business license, bank statements or letter/proof of financial support by sponsor.**
10. Tour Plan
11. Round trip / travel itinerary (Booking).



12. Booking Hotel.
13. Personal letter towards visa officer.
14. Passport valid for not less than **Nine (9) months** after sojourn in the Philippines.
15. The Passport photocopy two copy's & and Original also.
16. **Visa processing 15 working days.**
17. **The Embassy might call for an interview.**
18. **If the Embassy rejects the visa the payment is not refundable and they have to pay the visa fee again for reapplying.**

Please submit the complete requirements to avoid delays in processing and issuance