



France Checklist – Business

- All applicants must appear in person for biometric data collection and a personal interview.
- Please sign the consent to collect form.

Advertised processing time is 15 Working Days from date of appointment.

Applicants Full Name:

Passport Number:

Email Address:

Short Stay Requirements

1. Passport –

Valid for 3 Months beyond the period of intended stay	<input type="checkbox"/>
At least 2 valid blank pages (marked VISA)	<input type="checkbox"/>
Copies of Previous Schengen visas	<input type="checkbox"/>
Copy of Passport	<input type="checkbox"/>

2. Non-SA Passport Holders –

Copy of Valid SA permit	<input type="checkbox"/>
Permit is valid for 3 Months beyond the period of intended stay	<input type="checkbox"/>

3. Schengen Application Form –

Complete your online form: <https://france-visas.gouv.fr/> ☐

Please note: Exclusive Global Visas are not obliged to obtain visas or any documentation related thereto on behalf of the applicant or any company representative. The service offered by EGV is purely that of a visa courier service. Any discrepancies should be directed to the High Commission, Consulate or Embassy concerned.

All visa and courier fees are the responsibility of the applicant or company representative irrespective of the outcome of the visa application. Any fees charged are non-refundable. Application fees are paid in advance.

Service/Courier fee charges are payable regardless of the outcome of the application once the application has been collected from the said offices.

IMPORTANT: The onus is on the applicant to read and check the details on the visa, Country of validity, number of entries, passport number, period of validity, duration of stay, name and surname.



Once completed, print and sign the application form. Please send your completed application form and a copy of your passport to a consultant at Exclusive Global Visas to book your biometrics appointment.

4. Color ID Photo's –

- See Below Specifications
- Photo's can be taken at Capago offices (Cape Town and Johannesburg only).

2 Color ID photos as required by Schengen Standards.

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5. Travel Insurance –

1 Page travel insurance policy certificate, which shows: Name of insured applicant, policy number and amount of cover which should be for at lease €30,000.

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The insurance covers the entire period of stay

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The term “All Schengen states” appears on the policy certificate

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The Certificate is addressed to France/ French Consulate

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6. Proof of Accommodation –

Hotel reservations/confirmations for the entire period of stay in the Schengen area.

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Your name is reflected on the reservation/confirmation

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7. Invitation Letter –

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Professional invitation signed on the letterhead of the inviting company specifying the dates and locations of all meetings.	<input type="checkbox"/>
Proof of registration for Conference/Exhibition	<input type="checkbox"/>
8. Proof of transport –	
Reservation of round-trip ticket or itinerary.	<input type="checkbox"/>
9. Proof of funds –	
<ul style="list-style-type: none"> • Current account statements. Credit cards will not suffice on their own but can be provided for more support. • Bank statements that are in Afrikaans must be accompanied with a English bank letter confirming the account holder has sufficient funds to travel. • If the bank statements are in the name of a company or a trust, then the applicant must provide company registration documents showing that they are a member of the company or the trust. 	
3 Months personal bank statements (Last transaction cannot be older than 5 days by time of biometrics)	<input type="checkbox"/>
Statements have a bank stamp/E-stamp	<input type="checkbox"/>
Applicants name appears on the bank statement	<input type="checkbox"/>

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3 Months Pay Slips	<input type="checkbox"/>
10. Proof of Employment –	
• Confirmation of employment on a company letterhead.	
Confirms employment	<input type="checkbox"/>
Confirms monthly salary	
Mentions the business trip(Dates, name of event, hosting company, etc..)	<input type="checkbox"/>
Employment letter is originally signed (Wet ink)	<input type="checkbox"/>
• If an applicant owns their own company they must provide –	
Letter confirming employment on a company letter head (Originally signed)	<input type="checkbox"/>
Company registration documents on which the applicants name appears	<input type="checkbox"/>
• If you are in University/College –	
Originally Signed and stamped letter on letterhead confirming enrolment. Letter confirms details of trip	<input type="checkbox"/>

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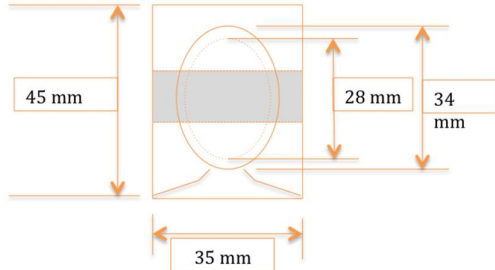
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PHOTO SPECIFICATIONS



2 colour photos must be submitted.
The photos must be less than six month old.
The photos must be of a 3.5 cm X 4.5 cm size.
The size of the head in the picture, measured from the top of the hair to the bottom of the chin should be approximately 3 cm. That is, the face should make about 80% of the total photo area.
If possible, the ears should be exposed.
Photos must be in colour showing natural skin tones.
The background must be either white or a very light colour. Anything else is not acceptable.
Glasses or other eyewear of any kind that affects the appearance of the person is not allowed. To be on the safe side, it is best to remove your glasses before having your photo taken even if you normally wear them.
Face masks and veils, even if traditional are not permitted.
The photos should not have any flash reflection on the skin.
Their eyes should not appear red in colour as often happens with flash photography.
Hair must not obscure, even partly, a clear view of the person's eyes.

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