

Checklist for Business-For Croatia
商务签证申请审核表-克罗地亚

Important: Any change in itinerary and change of hotel will lead to the revocation of visa and the applicant will not be able to use the visa to enter Croatia.

请注意：如果您在获得签证以后对您的行程或者酒店进行任何改动或者变更，签证也会被撤销，这将导致您无法正常入境克罗地亚。

Name: _____ (姓名)		Purpose of Visit: _____ (访问目的)		
Passport Number: _____ (护照号)		Contact No.: _____ (联系电话)		
		E-mail Address: _____ (邮件地址)		
Required Documents/所需材料		Yes /有	No/ 没有	Remarks/备注
1.	Application form completed (in Croatian or English) and signed in two places by applicant in person or by parent(s)/guardian(s) for minors under the age of 18. 申请表：用英文或克罗地亚语填写完整的克罗地亚签证申请表，在表格中两处签名。18岁以下未成年人由父母双方或监护人签名。			
2.	Passport – must be valid at least 3 months after the date of intended departure from Croatia, containing at least 2 empty pages and issued in the last 10 years 护照：须在离开克罗地亚后3个月有效，有至少2页空白页，并为近10年内签发。			
3.	Copy of the first page of the applicants passport 护照首页复印件。			
4.	Copies of all previous (valid and expired) visas. 所有已有签证页复印件（有效及无效的）。			
5.	One recent passport size photograph– glued to the application form 一张护照尺寸照片：贴在申请表上，满足克罗地亚关于照片的要求。			
6.	Travel health insurance, valid for the duration of the visit to Croatia and accepted in Croatia with the coverage in the equivalent 30.000 EUR (must cover medical reimbursements, emergency evacuation and repatriation of mortal remains) 一份有效的旅行医疗保险：涵盖整个克罗地亚停留期间，最低保额为30000欧元。（必须涵盖由于医疗或紧急医疗原因/紧急住院治疗及遗体遣返费用）。			

	<p>Invitation letter from inviting person: duly filled in invitation and guarantee letter for legal persons form signed by the authorized person in the inviting legal person and stamped with the legal persons seal (visa procedure can start with copy, original needs to be filed in the Embassy or MFEA in Zagreb before issue).</p> <p>邀请表：由邀请方单位/公司填写，相关负责人签字并加盖公章（申请签证时可以提交复印件，但原件需要在签证签发之前交到克罗地亚大使馆或萨格勒布外交和欧洲事务部）。</p>			
7.	<p>Solvency proof for inviting legal person (BON 1 or BON2, confirmation from the Commercial Court that no insolvency procedure is in progress)</p> <p>同时请提交邀请方财务资金证明（由商务法院提供的 BON1 或 BON2 表格，证明该单位/公司不属于被清算单位/公司），并该单位/公司需在相关机构登记注册。</p>			
	<p>OR</p> <p>For visits to government bodies: the invitation letter containing relevant data (name surname, passport number, duration of visit, purpose of visit) on the official papers of the body, signed and sealed by the authorized person (original or copy)</p> <p>或</p> <p>访问克罗地亚政府机构：邀请函正文需要包括相应的信息（被邀请人全名，护照号码，访问期间，访问目的），并由相关机构在附有公司抬头纸的信函上盖章及相关负责人签字(原件或复印件)。</p>			
8.	<p>Proof of solvency of the applicant: bank statements from the last 3 months, no deposits account;</p> <p>申请人的资金证明：最近 3 个月的银行对账单，无需存款证明。</p>			
9.	<p>plus:</p> <p>以及如下材料：</p> <p>For employees:</p> <p>若为在职人员：</p> <p>a sealed copy of the business licence of the employing company</p> <p>工作单位营业执照复印件，并加盖公章。</p>			

	<p>a letter from the employer (in English, or in Chinese with an English translation) on official company paper with stamp, signature, date and clearly mentioning:</p> <p>公司工作单位出示的证明信原件（英文或中文附英文翻译件）。证明信须用正式公函纸书写，相关领导签字，写明日期并加盖公章。内容须包含：</p> <ul style="list-style-type: none"> -address, telephone and fax numbers of the employing company -the name and position in the employing company of the countersigning officer -the name of the applicant, position, salary and years of service -approval for leave or absence - the purpose of the visit - confirmation of position after the return - the person or the entity who will bear the applicant's travel and living costs <ol style="list-style-type: none"> 1) 申请人工作单位的详细地址，电话及传真号 2) 证明信签字人的姓名，职务 3) 申请人姓名，职务，薪资及工作年限 4) 准假证明。 5) 访问目的 6) 确认返回后保留职位 7) 负责申请人旅行全部花销的单位或个人 			
	<p>For retired persons: proof of pension and proof of regular income 退休人员： 退休证或退休证明信及固定收入证明。</p>			
	<p>For unemployed persons: 若为无业人员：</p> <p>If married: letter of employment and income of the spouse and notary certificate of marriage, legalised by the Ministry for Foreign Affairs</p> <p>If single/divorced/widow/widower: Any other proof of regular income</p> <p>若已婚提供配偶的工作证明和经济收入证明，结婚公证书并经当地外交部认证。</p> <p>单身/离异/丧偶：其他固定收入证明。</p>			
10.	<p>Proof of funds: each person needs to prove they have at least 30 EUR/day (bank account, cheques, travel cheques, credit cards, similar). In case the accommodation is only booked, they need to have 70EUR/day</p> <p>资金证明：如果已预定酒店，每个申请人需证明在克罗地亚期间每天至少 30 欧元（可提供以下账单：银行账户，支票，旅游支票，信用卡等）。如果未预定酒店，每个申请人需证明在克罗地亚期间每天至少 70 欧元。</p>			
11.	<p>Flight reservation: round-trip reservation 机票预定单： 需包括往返机票预定。</p>			

12.	Proof of accommodation: unless the applicant has 70 EUR/day or the inviting person is providing it 住宿证明：以下两种情况可以不提供： 如果申请人的资金证明余额足够 70 欧元/天； 如果邀请人付全部费用并提供了账单。			
13.	Chinese nationals: copy of all information pages of Hukou 中国国籍：户口所有信息页复印件。			
14.	For third country nationals: 其他国籍： Copy of residence permit 有效的中国居住证复印件。			

Note: The documents attached shall not be older than three months. Croatian Embassy may require you to submit additional supporting documents and/or certified translation as well as the international certification of the documents during the visa application process.

请注意：以上所有文件要求是 3 月内开具的。在签证受理过程中，克罗地亚大使馆可能要求您提供其他辅助材料或对应翻译文件，或部分材料相应的国际认证。

Inquiry Officer to choose as appropriate
资料审核员根据适用情况选择:

1. The applicant has confirmed that s/he has no other documents to submit
申请人已经确认她/他不提交其他文件

2. The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.
申请人已经递交了上述文件，我已告知其如不提交所有必要文件可能会导致被拒签，但其选择继续提交申请。

VISA Fee (签证费)		NAME OF TRAVEL AGENT 代理名称	
Service Fee (服务费)		ADDRESS 地址	
Courier Fee (If any) 快递费 (如选)		TEL/电话	
Other Fees (其他费用)			

Name & Signature of Processing Officer
(资料受理员签名)

Date/日期

Applicant's Signature (申请人签名)