

## GTCC's VISA SERVICE FOR BUSINESS TRIPS TO GERMANY - FACT SHEET

Germany is Thailand's largest trading partner within the European Union. Due to this fact, numerous business travels between both countries take place every year. In cooperation with the German Embassy in Bangkok, the German-Thai Chamber of Commerce (GTCC) offers a **business visa application service** for ordinary GTCC members.

The GTCC is providing a business visa fast track service exclusively for GTCC members going on a business trip to Germany. The service is designed **exclusively for ordinary GTCC members** who go on a business trip to Germany and need an efficient process to get their business visa. Eligible applicants are ordinary GTCC members and their spouse or children accompanying a business trip as well as all employees going on business trips on behalf of their company. Applicants who qualify for this service do not need to go to the German Embassy in Bangkok for a personal interview.

*Please note that the GTCC cannot accept any business visa applications from non-GTCC members as the service applies to ordinary GTCC members only.*

*Please note that Germany must be the main travel destination. As far as a visa is requested mainly to travel to another Schengen country, the application cannot be processed by the GTCC.*

**Visa type:** The service applies exclusively to business visa applications to Germany.

*Please note that the GTCC cannot accept any tourist or visitor's visa applications.*

**Application process:** Ordinary GTCC members, their spouse or children as well as all employees going to or accompanying a business trip to Germany can submit their business visa application documents directly to the GTCC during office hours (Mon-Fri, 7.30 a.m.-4.30 p.m.). The application can be submitted in person or by an authorized person/messenger. First time applicants for a Schengen visa will have to appear in person. Prior to submission of documents the applicant shall notify the GTCC staff by telephone or e-mail. After pre-checking the documents, the GTCC staff forward them to the German Embassy in Bangkok for business visa approval. Once the visa has been issued, GTCC staff notifies the applicant by telephone or e-mail. The visa can be collected in person or by an authorized person / messenger in the venue.

*Please note that if applied for a business visa by the GTCC, the visa can only be collected after notification in the GTCC during office hours (Mon - Fri, 7.30 a.m. - 4.30 p.m.).*

**Processing time:** The processing time for holders of Thai passports is expected to take 3 - 5 working days on condition that documents required are complete. However, since the document exchange between the GTCC and the German Embassy in Bangkok takes place semi-weekly (Tuesdays and Thursdays), the processing time may vary depending on the weekday of document submission.

## Important:

**From 14 November 2013**, a collection of fingerprints at Visa Section of German Embassy is required for all visa applicants whose fingerprints have not been previously collected by the Embassy during the past five years for a visa application. Children under 12 years old are exempt from fingerprints collection. Collected fingerprints will be recorded and valid for five years. Applicants who have had their fingerprints collected during the past five years for the purpose of applying for a Schengen visa should indicate the year of fingerprints collection and the name of Embassy in the visa application form. Following the submission of all required documents to GTCC, applicants will receive a confirmation letter and appointment details for fingerprints collection from the GTCC. Applicants must show the letter from GTCC at the security office of the German Embassy for fingerprints collection at counter 12, Visa Section of German Embassy, on Tuesday or Thursday from 14.00-15.00 h.

**For fingerprints collection**, the processing time is expected to take 7-10 working days. However, since the document exchange between the GTCC and the German Embassy in Bangkok takes place semi-weekly (Tuesdays and Thursdays), the processing time may vary depending on the weekday of document submission. It is recommended to apply for visa prior to the business trip at least 2 weeks but not more than 3 months before the trip takes place.

*Please note also that non-Thai nationals with residence permit and re-entry visa of Thailand, it might take longer to process the application.*

**Fees:** In addition to the visa fees for the German Embassy in Bangkok, the GTCC raises a fee of 1,000 THB + 7 % VAT for processing the business visa application. The fee is due at application day along with the advance payment of visa fees for the Embassy (from 2 August 2016: 2,300 THB, subject to change; for further details please contact the German Embassy in Bangkok).

*Please note that the fees are not refundable regardless of visa approval or rejection.*

***Please note that the GTCC is not entitled to issue visas. The German Embassy has the exclusive visa approval power and reserves the right to request additional documents and/or an appearance in person of the applicant at the Embassy. The GTCC cannot guarantee the visa approval.***

### Necessary documents:

1. Passport (valid for at least 6 months after return)
2. Application for Schengen Visa: completely filled-in electronic application form (<https://videx.diplo.de>) with signature (one page 4, 5 and 6) and barcodes  
For trade fair visitor/exhibitor, spouse or children accompanying a business trip, **the contact details of hotel in Germany should be filled-in as “Reference” in the application form**)
3. From January 2016, an additional form is required: “Information provided to applicants pursuant to Section 54 (2) 8 in conjunction with Section 53 of the Residence Act” with signature. Please find the form from the link:  
<https://bangkok.diplo.de/blob/1387164/7ce507409f7ed68f525b82476daa376a/schengen-belehrung-data.pdf>

4. From July 2018, the visa applicant is required to sign on a confirmation of acknowledgement and receiving of information according to Art. 13 and 14 Regulation (EU) 2016/679 (General Data Protection Regulation). Please find the information to General Data Protection Regulation (GDPR) and the confirmation for receiving of information from the link:  
<http://thailand.ahk.de/en/services/business-visa-to-germany/>
5. Two passport pictures in **full-face shot only (close up; face scale 90% of photo)**, 4.5 x 3.5 cm, white background and not older than 6 months
6. Invitation of the business partner in Germany (if costs of the trip are **not covered by the company in Thailand**: a **guarantee to cover all costs** that may rise during the stay in Germany)
7. Confirmation letter of the company in Thailand explaining the **purpose and duration of the journey** and, if applicable, including a **guarantee to cover all costs** that may arise during the stay in Germany (i.e. transportation, accommodation, food and travel health insurance); for employees: indication of monthly salary and duration of employment at the company.  
*\* Confirmation letter from school is required for accompanied children.*
8. Bank guarantee or certified financial statements of company
9. Air ticket/booking
10. Hotel reservation/address of inviting person
11. Medical Travel Health insurance (coverage min. 30,000 Euro or equivalent amount in THB)  
*Please note that it is recommended to submit the insurance period cover the travelling period plus additional days after date of return in order that the Embassy could grant the visa for the additional days to avoid any problem from change of return schedule.*
12. Copy of passport: pages with passport photograph and personal data and previous visas
13. Visa fee in Baht equivalent to 60 Euro (from 2 August 2016: 2,300 THB; subject to change) and GTCC service fee 1,070 THB (VAT included)

## FAQ

**Can a non-GTCC member, who accompanies an ordinary GTCC member on a business trip to Germany, apply for the business visa by the GTCC?**

The GTCC cannot accept business visa applications from non-GTCC members. In this case, only the business visa application of the ordinary GTCC member will be processed while the business partner has to contact the German Embassy in Bangkok for further information.

**How to become an ordinary GTCC member in order to employ GTCC's business visa service?**

A prospective GTCC member needs to apply for a membership by filling in the application form which can be found on the GTCC website. The application will be submitted to the Board of Directors and an interview will be arranged. If accepted by the Board of Directors,

the membership will become effective with payment of the membership fee. After completing the membership application process the ordinary member can employ all GTCC's services (for further details please visit the GTCC website: <http://thailand.ahk.de>).

#### **Additional information:**

In some cases, additional documents might be required. If a company is not known to the German Embassy, it might be necessary to prove its existence and its financial capacity to support the visa application.

Malaysian and Singaporean passport holders do not require a visa to enter Germany. Holders of Thai official and diplomatic passports do not require a Schengen visa for a business trip to Germany. If the trip involves entry into other Schengen member states apart from Germany as the first point of entry, please contact respective Embassies for visa requirement prior to your trip.

The Schengen visa is valid for Germany, France, Austria, Belgium, the Netherlands, Luxembourg, Denmark, Finland, Sweden, Switzerland, Norway, Italy, Spain, Greece, Portugal, Iceland, Estonia, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Hungary, Czech Republic and Liechtenstein. ([http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Schengen\\_node.html#doc480998value3](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Schengen_node.html#doc480998value3))

The applicant needs to apply for the Schengen visa at the Embassy of the country of his/her main destination. If the applicant plans to visit several Schengen countries and does not have one main destination, he/she has to apply for a Schengen visa at the Embassy of the country where he/she will first enter the Schengen area.

**Contact:** For any further questions regarding GTCC's visa service please contact

#### **German-Thai Chamber of Commerce**

Mrs. Supinda Praymee (Tel. +66 2 055 0614, E-mail: [supinda@gtcc.org](mailto:supinda@gtcc.org))

Mrs. Aomphan Ratanasittiskul (Tel. + 66 2 055 0612, E-mail: [aomphan@gtcc.org](mailto:aomphan@gtcc.org))

14th Floor, AIA Sathorn Tower, 11/1 South Sathorn Road

Yannawa, Sathorn, Bangkok 10120, Thailand

Tel.: +66 2 055 0600, Fax: +66 2 055 0601, <http://thailand.ahk.de>

For any further information regarding visa regulations in Germany please contact

#### **Embassy of the Federal Republic of Germany in Bangkok**

9 South Sathorn Road, Bangkok 10120, Thailand

Tel.: +66 (0) 2287 9000

Fax: +66 (0) 2287 1776

Consular Section: Fax: +66 (0) 2285 6232

<http://bangkok.diplo.de>

As of 16 July 2018