



### Traveler data / Angaben zum Reisenden

<b>Country to Visit/Reiseland *</b>	<b>Numbre of Entries/Anzahl Einreisen *</b>	<b>Business - Tourist - Technical *</b>
.....	.....	.....
<b>Last Name/Nachname *</b>	<b>First Name/Vorname *</b>	<b>Nationality *</b>
.....	.....	.....
<b>Email *</b>	<b>Phone / Telefon *</b>	
.....	.....	

### Assistant data / Angaben AssistentIn

<b>Last Name/Nachname</b>	<b>First Name/Vorname</b>	
.....	.....	
<b>Email</b>	<b>Phone / Telefon</b>	<b>Cell phone/Handy</b>
.....	.....	.....

### Billing address / Rechnungsadresse

<b>Company / Firmenname *</b>	<b>Attention of / z.Hd. *</b>
.....	.....
<b>Exact address / Genaue Adresse *</b>	
.....	
.....	
<b>PO-Number/Cost Center/Auftragsnummer/Kostenstelle</b>	
.....	

### Passport return address / Rückversandadr. Pass

<b>Company / Firmenname</b>	<b>Attention of / z.Hd.</b>
.....	.....
<b>Exact address / Genaue Adresse</b>	
.....	
.....	
<b>Return address for passport/Rücksendung Pass *</b>	
<input type="radio"/> Send Passport to Billing address/Passversand wie Rechnungsadresse	

*For administrative reasons we require credit card payment for private persons.  
Aus administrativen Gründen verlangen wir Kreditkartenzahlung bei Privatpersonen.*

**Payment/Zahlung \***

Invoice/Rechnung

Credit Card

**Credit Card Number with Expiry Date MM/YY**

Number ..... Expiry Date .....

Date of request / Datum des Auftrags

Return my passport until: / Pass zurück bis:

### Required Shipping / Gewünschte Versandart:

- Swiss Post Registered A-Post next working day (Monday-Friday) - CHF 9,00
- DHL Courier Standard next working day (Monday-Friday) - CHF 18,50
- Courier SAME DAY - price on request

- Swiss Post Registered EXPRESS next day (Monday-Saturday) - CHF 22,00
- DHL Courier Rapid next working day (Monday-Friday) - CHF 23,50
- Courier international - price on request



# Consular Service Fly

Visa and Consular Service  
Bern - Geneva

## Required documents: Bangladesh - Business

### Validity of Visa:

90 days - 1 year

### Max. Duration of stay:

30 days

### Permitted entries:

1x/2x/multiple

- Our Visa Request Form
- Application form      Application form PDF - please fill in the application form (download from our site).
- Original passport, valid at least 6 months beyond return date
- If non-Swiss - Copy Swiss residence permit B, C or G
- 3 passport photos 4,5 x 3,5 cm - good quality, colored, white background, not older than 4 months (The photos can also be sent to us digitally in jpg format + CHF 10/photo)
- Flight ticket
- Invitation letter: With company stamp, signature, indication of place of activity - Copy/scan sufficient (colored, good quality) - required language: english
- Employer's letter (letter of assignment with cost coverage and confirmation of employment) - Copy/scan sufficient (colored, good quality) - required language: english

**Submission procedure: The application/passport is submitted and collected by us. Personal appearance by the applicant is generally not necessary. Send us all necessary documents by swiss post registered letter to our P.O. Box address.**

Processing time standard application      1-2 weeks

*Our service and responsibility is completed from the moment we post our documents at the Swiss Post or Courier Service. We are not liable for any delay or loss of documents posted on time.*

• [info@consular-service.ch](mailto:info@consular-service.ch) • [www.consular-service.ch](http://www.consular-service.ch) •

#### Office Bern

Postadresse: Postfach 9008, 3001 Bern  
Domizil: Murtenstrasse 114, 3202 Frauenkappelen  
Tel. +41 (0) 31 888 80 80 - Fax +41 (0) 31 888 80 85

#### Office Genève

Adresse postale: Case postale 1345, 1211 Genève 1  
Tel. +41 (0) 22 888 50 80 - Fax +41 (0) 22 888 50 85



# Consular Service Fly

Visa and Consular Service  
Bern - Geneva

Processing time express application      not available

Processing time urgent application      not available

**Comment/Remarks**

Consular Service Fly

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Applicant's  
Photograph  
Measuring  
45 mm x 35mm



**Government of the People's Republic of Bangladesh**  
**Department of Immigration & Passports**  
**Machine Readable Visa Application Form**

- **This Form Should Be Filled Up In 'Capital Letters'. Put (✓) In Appropriate Box.**
- **Please Go Through The General Instructions Before Filling Up The Visa Form.**
- **Name of Office/ Bangladesh Mission : \_\_\_\_\_**

**PERSONAL DETAILS**

01. Full Name :  
(as in the passport)

First/ Given Name (S)

Last/ Surname

02. Permanent address: \_\_\_\_\_  
\_\_\_\_\_

Contact no: \_\_\_\_\_ E-mail: \_\_\_\_\_

03. Address in Bangladesh: \_\_\_\_\_  
\_\_\_\_\_

Contact no: \_\_\_\_\_ E-mail: \_\_\_\_\_

04. Date of Birth: \_\_\_\_\_

/ /  
DD / MM / YYYY

05. Sex: Male

Female

Others

06. Place of Birth: \_\_\_\_\_

07. Present Nationality: \_\_\_\_\_

08. Nationality at Birth: \_\_\_\_\_

09. Occupation: \_\_\_\_\_

10. Marital Status : Unmarried

Married

Widower/Widow

Divorced

**TRAVEL DOCUMENT DETAILS**

11. Passport No: \_\_\_\_\_

12. Type of Passport \_\_\_\_\_

13. Place of Issue: \_\_\_\_\_

14. Date of issue: \_\_\_\_\_

/ /  
DD / MM / YYYY

15. Date of Expiry: \_\_\_\_\_

/ /  
DD / M M / YYYY

16. Date of last visit to Bangladesh: \_\_\_\_\_

/ /  
DD / M M / YYYY

17. Last Visa No: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

/ /  
DD / M M / YYYY

19. Place of Issue: \_\_\_\_\_

20. Date of Expiry: \_\_\_\_\_

/ /  
DD / M M / YYYY

**PAYMENT DETAILS**

21. Name of the Bank and Branch: \_\_\_\_\_

22. Cheque/ Bank Transfer/ Chalan/ Scroll No: \_\_\_\_\_

23. Amount deposited  
(Taka/ US\$)

24. Date: \_\_\_\_\_

D D / M M / YYYY

**NEW VISA**

25. Purpose of Visit:  Tourism  Employment  Business  Official  Diplomatic  
 Study  Investment  Transit  Others \_\_\_\_\_  
(Please Specify)

26. Duration of Proposed Stay in Bangladesh:

27. Tentative Date of Arrival in Bangladesh: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
D D / M M / YYYY

28. Intended Number of Entries: Single  Re Entry  Multiple

**EXTENSION OF VISA**

29. Name of the Father/Mother/Spouse/ Other (Relation) : \_\_\_\_\_

30. Date of Arrival: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 31. Visa No: \_\_\_\_\_ 32. Type of Visa: \_\_\_\_\_  
in Bangladesh D D / M M / YYYY

33. Date of issue : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 34. Date of Expiry : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
D D / M M / YYYY D D / M M / YYYY

35. Place of Issue:

36. Purpose of Extension of Visa:

37. Duration of Proposed Extension:

38. Intended Number of Entries: Single  Re Entry  Multiple

**NO VISA REQUIRED FOR TRAVEL TO BANGLADESH**

39. Father's name :

Nationality:

40. Mother's name:

Nationality:

41. Spouse's name:

Nationality:

42. Date of Arrival in Bangladesh : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
D D / M M / YYYY

43. Visa No:

44. Date of Issue: \_\_\_\_\_  
D D / M M / YYYY

45. Date of Expiry: \_\_\_\_\_  
D D / M M / YYYY

46. Place of issue:

47. Type of Visa:

48. Reason For Proposed NVR:

49. Amount of Investment (For Investor):

50. Name and Address of Company: \_\_\_\_\_  
\_\_\_\_\_

**TRANSIT/ON ARRIVAL VISA**

51. Date of Arrival in Bangladesh: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 52. Name of check post:   
D D / M M / YYYY

53. Travelled by (Vessel's/ Flight/Vehicle Name & No):  54. From:

55. Purpose of Visit to Bangladesh:  56. Duration of Proposed Stay:

**CHECK LIST**

Recommendation from concern Ministry/ Authority	<input type="checkbox"/>	Marriage Certificate	<input type="checkbox"/>
Security Clearance/Security Certificate	<input type="checkbox"/>	Birth Certificate	<input type="checkbox"/>
Father's/ Husband's/Mother's Visa Copy	<input type="checkbox"/>	Work Permit	<input type="checkbox"/>
Passport copy, Last Visa & Last Arrival Page	<input type="checkbox"/>	Affidavit	<input type="checkbox"/>
Father's/ Husband's/Mother's Passport Copy	<input type="checkbox"/>	Photo	<input type="checkbox"/>
N. O. C from Sri Lankan High Commission	<input type="checkbox"/>	Income Tax Certificate of the Company	<input type="checkbox"/>
Bi- Lateral Agreement/ Multilateral Agreement	<input type="checkbox"/>	TIN	<input type="checkbox"/>
Trade license of the sponsoring Company	<input type="checkbox"/>	TIN certificate of the company	<input type="checkbox"/>
Payment Slip <input type="checkbox"/>	Over stay payment Slip <input type="checkbox"/>	Others _____	

I, hereby, declare that statement given above is true and will not request to refund my paid visa fee even if my application is declined.

Place \_\_\_\_\_

Date      /      /       
D D / M M / YYYY

\_\_\_\_\_  
Signature

**POLICE VERIFICATION**

Memo No :

Date:      /      /       
D D / M M / YYYY

Information's are found:

If not correct: Reasons : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature and Seal of Inquiry Officer

\_\_\_\_\_  
Signature and Seal of Issuing Officer

**FOR OFFICIAL USE**

Reference No: _____	Date: _____	Amount of Fee: _____
Visa No : _____	Date: _____	Date Expiry : _____
Number of Entries <input type="checkbox"/> Extension <input type="checkbox"/> Re- Entry <input type="checkbox"/> Multiple _____ Entries <input type="checkbox"/> NVR		
Recipient's Signature: Date:	Authorized Signature Date & Seal	

### **General Instructions**

1. Attach a colour photograph (45mm x 35mm) with glue at the top left corner of the form. Photograph has to be white background.
2. Personal details, Travel Document details, Payment details (as applicable) must be filled up.
3. Apply according to your necessity and fill up the required option of New visa/ Extention of visa/ Transit permit/ On arrival visa/ No Visa Required (N.V.R)
4. Apply with essential documents, otherwise, the application would not be received for consideration.
5. Use Tick mark (√) in the check Box.
6. Deposit the visa fee (if applicable) to the respective bank counter and attach payment receipt on the top of the application form.
7. Receive delivery slip after the submission of application form and check the content of the delivery slip before going out from the visa office.
8. Paid of visa fee is non-refundable.
9. Lodge your passport as per tentative call date for getting visa.
10. Reissuance of visa sticker due to applicant's mistake needs to be paid again as per payment list.
11. In some cases, Visa call date subjects to police verification Report/ Security Clearance from MOHA/ Work Permit from BOI/BEPZA/ N.G.O/ Bureau/ Recommendation from Ministry Or organizations concerned,
12. The authority's decision regarding visa is final.