



Brussels, 23.9.2016
C(2016) 5927 final

ANNEX 1

ANNEX

to the Commission Implementing Decision

amending Implementing Decision C(2014)6141 final, as regards the list of supporting documents to be submitted by applicants for short stay visas in Algeria

ANNEX I

List of supporting documents to be presented by visa applicants in Algeria

1) Evidence of the purpose of travel:

(a) Business

- Invitation letter from a company in the Member State of primary destination, specifying the reason for the visit and the date(s) of the visit, along with documentary evidence of the business relationship (contracts, invoices, correspondence, proof of import, etc.)

(b) Government officials

- Verbal note or mission order specifying: first name(s) and last name(s) of the missionary; official job title; purpose of the trip; date of employment; commitment of the sending organisation to cover trip costs for the missionary.

(c) Family/private visit

- Invitation from the host family, where applicable (some Member States may require a specific form to be used for the invitation letter).
- For a family visit: proof of family ties (e.g. a *fiche familiale d'état civil* (family record from the register office)).

(d) Tourism

- Hotel reservation, or
- Proof of rental or ownership of real estate in the country of destination.

(e) Trips for cultural, sports, educational, research or vocational training purposes:

- Letter of invitation or official document from the organiser of the cultural, sports, educational, research or vocational training event in the Member State of destination indicating the first name(s) and last name(s) of the person(s) invited, the purpose of the trip, the length of the stay and information on the funding of the stay.
- Verbal note or official letter from the Algerian cultural, sports, educational, research or vocational training ministry or entity concerned, indicating: the first name(s) and last name(s) of the person(s) visiting, their status, the purpose of the trip, the length of the stay and information on the funding of the stay.

2) Evidence of accommodation during the visit(s):

- confirmation of accommodation provided by the host company, or

- a hotel reservation, or
 - confirmation of private accommodation, stating coverage of costs by the host, or
 - proof of rental or ownership of property, or
 - proof of sufficient means to cover accommodation costs.
- 3) Evidence of means of subsistence during the visit(s) to the Schengen area:
- coverage of costs by the inviting/sending organisation (certain Member States require use of a specific national form), or
 - coverage of costs by a private individual (and proof of means from the host or guarantor) (certain Member States require use of a specific national form), or
 - account statement from a bank in Algeria for the last three months, or
 - other proof of financial means available during the visit (international credit card, traveller's cheques, etc.).
- 4) Evidence of socio-economic stability (enabling assessment of the applicant's intention to leave the Schengen area before expiry of the requested visa):
- Government officials: act of appointment or certificate of tenure and last payslip;
 - Employees: certificate of employment or recent employment contract and payslips for the last three months, certificate of affiliation to the CNAS (national social security scheme) or explanatory letter from the employer if this certificate is missing;
 - Traders: proof of entry in the trade register, proof of CASNOS (national social security scheme for self-employed persons) membership, C20 form showing the turnover and balance sheet and bank statements for the last three months;
 - Farmers: proof of status, farmer's card and most recent declaration of annual income;
 - Pensioners: proof of receipt of a retirement pension;
 - Students or minors: evidence of the parents' social or employment status and, where applicable, school attendance certificate or student card;
 - Un-employed people: proof of adequate socio-economic status (e.g.: marriage certificate, family record book, documents confirming ownership of a property).
- 5) Non-Algerian nationals:
- Algerian residence card, valid for at least three months after expiry of the visa applied for. If this card have (or will have) expired, the applicant must also send a letter of the applicant confirming that he/she has re-applied for a new residence card which has not been issued yet.
- 6) Minors:
- Consent from a parent or legal guardian should be required only if the minor travels alone or only with one parent. Exceptions should be made to this if the single parent with whom the minor is to travel is the only person with parental authority.
- 7) Documents to be submitted by people with specific profession/occupation:

- Member of the Government, Parliament or Constitutional Council: Verbal note, certificate of appointment or some other official document;
- Staff from the European delegation or from an embassy, consulate or official body of a Member State: Certificate of appointment from the European delegation, or embassy or consulate;
- Notary: Appointing decree;
- Other professions, organised by a professional body (doctors, surgeons, dentists, pharmacists, lawyers, architects, as well as members of their families): Certificate from the professional body;
- Judges: Certificate of appointment from the Ministry of Justice;
- High-level officials (Algerian civil servants in a group A body (within the meaning of Article 8 of the Algerian civil service regulations) and staff appointed to a high-level role within the meaning of Article 15 of the same regulations): Certificate of tenure from the relevant body;
- Academic (assistant, lecturer, senior lecturer, director, dean of faculty, rector): Certificate of appointment from the higher education establishment;
- Officers of the Algerian army: Certificate of appointment from the Ministry of National Defence (DREC);
- Journalist: Certificate of employment from the publication or broadcaster that employs them;
- Spouse and dependent children (minor or not) of the people mentioned above: Fiche familiale d'état civil (family record from the register office) proving the family tie.