



YOU ARE ADVISED TO READ THE UK IMMIGRATION RULES AND THE UK BORDER AGENCY GUIDANCE APPLICABLE TO YOUR CATEGORY OF VISA APPLICATION BEFORE YOU APPLY. VFS MAY PROVIDE PUBLISHED UKBA INFORMATION BUT CANNOT ADVISE YOU ON HOW TO COMPLETE YOUR APPLICATION OR WHAT TYPE OF VISA YOU SHOULD APPLY FOR.

Immigration Rules: www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/

Guidance: <http://www.ukvisas.gov.uk/en/howtoapply/infs/>

| CHECKLIST FOR BUSINESS VISITORS | | Submitted | |
|--|----------------|------------------|-----------|
| | | Yes | No |
| Name: | Ppt no: | | |
| MANDATORY | | | |
| 1. Completed and signed Application Form [www.ukvisas.gov.uk/en/howtoapply/vafs/] | | | |
| 2. Valid current passport and any previous passports | | | |
| 3. Conforming photograph, taken in last 6 months [www.ukvisas.gov.uk/en/howtoapply/photoguide/] | | | |
| 4. Correct fee | | | |
| 5. One set of photocopies of all documents submitted | | | |
| 6. Photocopy of the biodata page of the current passport | | | |
| RECOMMENDED SUPPORTING DOCUMENTS | | | |
| BACKGROUND AND EVIDENCE FOR PROPOSED BUSINESS VISIT | | | |
| 7. Reference letter from company in Indonesia stating occupation, salary, any expenses being paid, and purpose and duration of travel. | | | |
| 8. Invitation letter from UK stating location, purpose and duration of visit. | | | |
| 9. Evidence of finances for the visit e.g. company bank statements. | | | |
| EVIDENCE OF PERSONAL CIRCUMSTANCES AND FINANCES | | | |
| <i>* If no evidence of your personal circumstances is provided your application may be refused.</i> | | | |
| 10. Personal bank statements for previous 6 months (stating the applicant name, full bank and account details, and show account history and closing balance). | | | |
| 11. Evidence of salary / income for previous 6 months | | | |
| 12 Evidence of assets held e.g. house, car | | | |
| 11. Provisional travel itinerary / booking (<i>You are advised NOT to purchase tickets until a decision is made</i>). | | | |
| 12. Marriage certificate, if applicable. | | | |
| 13. Birth certificate. | | | |
| 14. Family census card (Kartu Keluarga) | | | |
| NOTE 1: The recommended documents listed are not requirements, nor a definitive list, but are suggested by UKBA Jakarta to help you provide comprehensive supporting evidence of your own circumstances to help the Visa Officer make an informed decision on your application. However, failure to provide recommended evidence may result in refusal. | | | |
| NOTE 2: Training: Rule 46G described the permissible activities for business visitors. Rule 46G(iii)(l) provides for business visitors to take specific, one-off training in techniques and work practices used in the UK <u>only in the circumstances described in section (iii)(l) of the Rule.</u> Entry for training or study not permitted in Rule 46G should be sought under the student visitor or student rules. The training or study provider must hold a licence to teach international students in the United Kingdom, and be on the tier 4 register of sponsors: http://www.ukba.homeoffice.gov.uk/studyingintheuk/quickguideforstudent/adultstudents/applyingforanadultstudentvisa/#header4 | | | |

Note: This is not intended to be a complete list of documents that may be needed. Applicants are required to submit any other documents that may help to support their application.

| Applicant to read and sign below, witnessed by VFS Official: | Yes | No |
|---|------------|-----------|
| 1. I have read the relevant guidance carefully. | | |
| 2. I am aware that if I do not submit relevant documents or recommended documentary evidence, the application may be refused, but I have chosen to proceed with my application. | | |
| 3. I confirm that I have no other document(s) to submit. | | |
| 4. For all original documents submitted, copies have been provided. | | |
| 5. For documents which are not in English a certified copy with date of the translation has been provided. | | |
| 6. I am aware that the visa application fee is a processing fee and no refunds are payable for refused or withdrawn applications. | | |

Name of Applicant _____ Signature: _____ Date: _____

Name of VFS official: _____ Signature _____ Date: _____

UK BORDER AGENCY WARNING: YOUR APPLICATION WILL BE REFUSED AND YOU MAY BE BANNED FROM THE UK FOR 10 YEARS IF WE FIND THAT YOU HAVE GIVEN INCORRECT, FALSE OR MISLEADING INFORMATION.