

Government of the People's Republic of Bangladesh  
Ministry of Foreign Affairs  
West Europe and European Union Wing  
Dhaka

<input type="checkbox"/> সর্বোচ্চ আধিকার	<input type="checkbox"/> স্টেশন কর্তৃক	<input type="checkbox"/> মনুনি	<input type="checkbox"/> স্টাফ
ডায়েরি নং	১৫৬৬		
তারিখ	১২/১২/১৮		
<input type="checkbox"/> সচিব (সমন্বয় ও সংহতি)	<input type="checkbox"/> উপস্থাপন করুন	<input type="checkbox"/> নিষ্পত্তি করুন	<input type="checkbox"/> আলোচনা করুন
<input type="checkbox"/> অতিরিক্ত সচিব	<input type="checkbox"/> সচিব (কমিটি)	<input type="checkbox"/> সচিব (নির্বাহী)	<input type="checkbox"/> সচিব (প্রশাসনিক)
<input type="checkbox"/> একান্ত সচিব	<input type="checkbox"/> প্রতিনিধি	<input type="checkbox"/> প্রতিনিধি	<input type="checkbox"/> প্রতিনিধি
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
মন্ত্রিপরিষদ সচিবের স্বাক্ষর:			

18 December 2018

19.00.0000.456.50.401.17/569

**Subject: Visa application at the Embassy of Switzerland in Dhaka.**

The undersigned is directed to forward herewith a self-explanatory Note Verbale (No. 141/2018 dated on 18<sup>th</sup> November 2018) received from the Embassy of Switzerland in Dhaka. Vide the Note Verbale, the Embassy has informed that the applicant's presence and previous appointment will not be required for an official visa application except for technical reasons.

02. The Embassy has further informed that for official visa requests submitted to Swiss Embassy later than 14 days prior to the estimated travel date, a timely issuance of the visa cannot be guaranteed even if the visa request is approved. It added that the risk of non-issuance of an official visa due to late submission of the application lies with the applicant.

03. The Cabinet Division is humbly requested to kindly circulate the Note Verbale to all the Ministries for kind information and necessary actions.

Enclosures: As stated (Two Pages).

*Tahmina Akter* 13.12.18

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Cabinet Secretary  
Cabinet Division  
Bangladesh Secretariat  
Dhaka.

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মন্ত্রিপরিষদ বিভাগ
মঠ প্রশাসন সংস্থাপন অধিশাখা
ডায়েরি নং..... ৭৭৫
তারিখ: ১২/১২/১৮

স্বাক্ষর
তারিখ

সাধারণ অধিশাখা
ডায়েরি নং ১৩.১২.১৮
তারিখ: ১২/১২/১৮
<input type="checkbox"/> তাহমিনা
<input type="checkbox"/> মথো উপস্থাপন করুন
<input type="checkbox"/> আলোচনা করুন
<input type="checkbox"/> সর্বশেষ নথিতে রাখুন
<input type="checkbox"/> বোর্ড ফাইলে রাখুন
<input type="checkbox"/> কার্যক্রম নাই



NOTE NO.141 / 2018

The Embassy of Switzerland in Dhaka presents its compliments to the Ministry of Foreign Affairs of the People's Republic of Bangladesh and would like to take this opportunity to inform the Ministry again on its practice regarding high level official visa requests as has been discussed during the Political Consultations on 29 May, 2017 in Berne.

The Embassy handles official visa requests from a Ministry with highest priority while keeping administrative steps for the applicant at a minimum. In this regard, the Embassy refers to the following information, which is valid for high level official visa requests (accompanied by a Note Verbale from a Ministry):

- A personal presence of the applicant for an official visa at the Embassy is not required unless needed for technical reasons (bio-metric data).
- For visits at the Embassy no previous appointment is needed as a courtesy. Applicants or their representatives will be served without prior notice and with priority from Sunday to Wednesday, 9 – 11 am. Alternatively, appointments for applicants for official visa at the Embassy can also be arranged individually.
- An official visa request requires a reduced amount of information to be provided with the Note Verbale and the passport:
  - Personal details of the applicant
  - Description of the purpose of the trip, including invitation (if applicable)
  - Travel dates
  - In case a long-term/multiple entry visa is requested: Explicit request and detailed justification
- In case of approval the Embassy issues a Schengen-visa. It is to be noted that a Schengen-visa can be issued only after a mandatory consultation amongst all Schengen countries and the approval of the visa request by all Schengen countries. The duration of such a consultation depends on all countries involved and cannot be controlled by the Embassy.
- Important note: For official visa requests submitted to the Swiss Embassy later than 14 days prior to the estimated travel date a timely issuance of the visa cannot be guaranteed even if the visa request is approved. The risk of non-issuance of an official visa due to late submission of the application lies with the applicant.

The Embassy of Switzerland avails itself of this opportunity to renew to the Ministry of Foreign Affairs of the People's Republic of Bangladesh the assurances of its highest consideration.

Dhaka, November 18<sup>th</sup>, 2018