

**ANNEX**  
**Orange Carpet Rules & Regulations:**

All requested visas concern long term visas for a business trip to the Netherlands. The following supporting documents must be submitted:

- 1) One fully completed and signed visa application form.
- 2) Two passport photos.<sup>1</sup>
- 3) Passport of the applicant + copy of the personal/information page + copy of pages with (Schengen) visa.
- 4) Payment of the visa fees (60 Euros, to be paid cash in Ethiopian birr).
- 5) An original recommendation letter from your company, signed by the contact person, indicating the purpose and duration of the trip.

The messenger of your company can deliver the visa applications upon making an appointment at the embassy only if the applicants are in possession of a Schengen visa delivered by our Embassy after 2013.

The Orange Carpet facility can be cancelled at any time by either party (embassy or your company) by notification in writing.

**Please note:**

- By participating in the orange carpet, the company guarantees the return, bears the financial consequences and assures the traveler is in possession of the correct documents that can be requested at the border to show a legitimate stay in the Schengen area.<sup>2</sup> The company is obliged to inform the embassy if the employee does not return to Ethiopia immediately. The Orange Carpet facility does not apply to clients or business partners of Dutch companies.
- The Orange Carpet facility does not apply when your main destination in Europe is not in the Netherlands. Your main stay determines which embassy or consulate should issue your visa.
- Please be informed that on arrival at any Schengen border, the local immigration authorities have the right to ask you to show your legalized invitation, proof of sufficient financial means (cash or a valid credit card), a hotel reservation (in case of a business trip) and a medical travel insurance. If you cannot provide them with this information, you might be refused to enter the Schengen area. The Embassy of the Kingdom of the Netherlands cannot in any way be held responsible in case you are refused to enter the Schengen area by the local immigration authorities.
- Any misuse of either the Schengen visa or the Orange Carpet facility has direct implications for the company and its future applications.

If you need further information on the regulations of Schengen visa please do not hesitate to contact us via [ADD-CA@minbuza.nl](mailto:ADD-CA@minbuza.nl) .

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<sup>1</sup> Size: 3,5 cm x 4,5 cm. Original and natural presented, of good quality and made by a professional photographer. Eyes must be open and the frame of your glasses cannot cover your eyes. Mouth must be closed and your facial expression must be neutral. Picture is taken straight forward, with a white background. Head cannot be covered (unless there are religious reasons). Picture cannot show glitter or shine on the facial skin or glasses.

<sup>2</sup> Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, the Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.

**Information form for "Orange Carpet" Visa facility with:**

**Netherlands Embassy in Addis Ababa/Ethiopia** ([send form to ADD-CA@minbuza.nl](mailto:ADD-CA@minbuza.nl))

Name company in Ethiopia :  
Head office? : YES / NO  
Address :  
E-mail :  
Telephone + Fax number :  
Business licence Nr :

Name company in the Netherlands:  
Head office? : YES / NO  
Address :  
E-Mail :  
Telephone + Fax number :  
KvK Nr :

Relationship companies :  Same owner  Same company  Official partners  Other: .....

Expected number of visa applications per year for our company:

- 1 - 10
- 10 – 20
- 20 – 50
- More than 50

Applicants are (more possibilities):

- Members of the board of our company
- Administrative, technical or other employees of our company
- Other:

The purpose of the visit is mainly:

- Visit our (head) office in the Netherlands
- Visit our (head) office in the Netherlands and/or other offices in other European countries
- Visit other companies in the Netherlands
- Visit other companies in the Netherlands and/or in other European countries
- Other:

Is the head office of your company willing and able to vouch financially for all costs that might occur during or following the stay of abovementioned visa applicants in all Schengen countries, in case they are travelling on a visa that has been obtained via the Orange Carpet visa facility?

- Yes
- No

Contact person :  
Position :  
e-mail :

Signature:.....

Date: .....