

VISA APPLICATION TO CHINA

All foreigners must obtain an entry visa before proceeding to China. Exhibitors are strongly recommended to process the application at least **one month before departure** from the country of origin.

INVITATION Letter

All the applicants for visas are required to have an **Invitation Letter**. Our company will coordinate and forward the information for the application for issuing the Invitation Letter which will be ready within 1-7 working days and be presented to your company by fax or email.

Upon receipt of this visa authorization, the applicant is required to present his/her passport, a recent photograph, a completed visa application form (available from the local Chinese Embassy) and forward it to the local Chinese Embassy or Consulate for completion of the formalities.

ATTENTION: Passports must be valid for at least **SIX MONTHS** beyond the intended date of entry into China. Final visa application results will be determined entirely by the Chinese Embassy.

Please make enough copies for each applicant and return the typewritten form to us before the deadline.

Visa Invitation Letter Application Form

Event to attend in China: _____
Full name as in passport: _____
Nationality: _____ Sex: _____ Passport No. : _____ Expiry date: _____
Date of Birth : _____ Place of Birth: _____
Entry China Date: _____ Exit China Date: _____
Company Name : _____ Position in the company _____
Address in full: _____
Tel : _____ Fax : _____ Contact Person : _____
Nearest China Embassy or consulate to apply for visa : _____
Your email address: _____
Have you been to China before? If yes, please write down the date(s): _____
Type of letter required:
<input type="checkbox"/> Business Visa Invitation Letter issued by company : <i>It is suitable for the client from common countries and, using our company letter head, furnished to client within 1-2 working days.</i>
<input type="checkbox"/> Business Visa Invitation Letter issued by local government: <i>The letter is issued by an official Chinese government officer; Clients from sensitive countries need this to apply. Special request and policy could be enquired from individual local Chinese</i>
<input type="checkbox"/> Embassy & Consulate. <i>The following documents are requested for your reference.</i>

Please complete the above form in block print letters and scan/email to wietec1@chcbiz.com or contact us:+86-21-33231427

The following supporting documents are necessary for the local government invitation letter application:

- First page of passport
- Page of Chinese visa (if applicant has been to China before)
- Company dispatch letter
- The business licensee of the company who will dispatch attendee to attend the event should be authenticated by local Chinese embassy.
- The residence and work certificate of the country of issue (if the visa application is not the applicant's country of birth)
- The qualification certification of the company by the Chinese embassy in Nigeria (only for Nigeria).

Notes:

- Normally the government invitation letter will be issued within 7 working days after all the supporting documents have been submitted to the government office, which has the right to ask for more supporting documents if necessary.
- Since the official invitation letter must be approved by the Chinese authority, we can NOT guarantee the success of its application. Please be advised that the invitation cost won't be refunded if the invitation application is ultimately rejected.
- The express fee of the original copy will be undertaken by the client.