Weerselo, 09 september 2014

PEOPLE’S REPUBLIC OF CHINA (PRC)

**Business, single or double entry**

A business visa is given to a foreign citizen/employee who is invited by a Chinese company for a visit with business/commercial purposes.

We do not recommend a business visit with a tourist visa.

The consular employee(s) may require a personal interview.

Are you visiting Governmental areas, than you need always a business visa.

The following documents are required for a Chinese business visa:

* Original passport, valid for at least 6 months and having at least two blanc visa pages next to each other. The passport should not contain any cracks of damaged visa pages.
* A copy of the data pages in the passport incl. photo.
* A fully completed application form (version V.2013). At question 2.3 you have the possibility to choose for express service, however in the Netherlands it is not possible. Only the regular processing time of 4 working days. If a question does not apply, please type ‘n/a’ or ‘none’.
* 1 original colour photo on normal size 48 mm x 33 mm, no teeth showing!
* A Letter of Invitation (LoI) from the inviting party (company) in China. This LoI can be a fax, or PDF colour scan. The consular employee may ask for the original LoI. The LoI needs to contain the following information:
* Information of the applicant (name, gender, birth date, passport number, expiry date, etc.)
* Purposes of the visit.
* Arrival and departure date
* Cities to be visited
* Single, double or multiple entry to be mentioned.
* Relation between the invited person(s) and inviting party. If the Chinese inviter is an individual, a copy of his passport (ID) needs to be supplied.
* Details of financial support during the stay in China by the inviting party.
* Information of the inviting party from China (name, contact, telephone number, address, etc)
* The LoI must be printed on letter paper of the Chinese company including official stamp of the company and signed by a legal representative of the company.

At application the LoI may not be older than 1 month.

Are you visiting an exchange/fair, a LoI of the fair organisation is needed.

Applicants in the possession of an ‘Investment’ certificate for China of a ‘business license’ (this is a kind of Chamber of Commerce registration of the Chinese company) can apply for a multiple entry visa for 6 or 12 months. This registration must contain the name of the visa applicant and the Business License must together with the LoI be presented upon the visa application. Copies of such documents are required.

* A flight schedule for the complete round trip. See instructions for a double entry below. **The end destination must be a Chinese city**; Hong Kong will not be accepted!
* A hotel reservation of the hotel in China or through a travel agency where the applicant will stay. Full address details including telephone number are required and must match the flight schedule.

Prices single entry, business:

Visa fee (VAT free) € 35,00

Additional required cost for the CVASC (subject to VAT) € 30,00 excl. VAT

**For a double entry is it necessary to present the following documents twice:**

* Two (2) flight reservations. A Chinese city must be the end destination; Hong Kong will not be accepted!
* A Letter of Invitation (LoI) of the Chinese company in which two travel data are mentioned. Please note, these data should match the flight schedule.

Prices double entry, business:

Visa fee (VAT free) € 52,00

Additional required costs for the CVASC (subject to VAT) € 30,00 excl. VAT

Prices mentioned are valid till further notice of the Chinese authorities, excl. service fee and shipping.

Visa processing time 4 working days. No rush procedure.

You may apply 1 month before departure, but not earlier than 3 months before departure.

Belgian passport holders cannot apply in The Hague. Visumservice Twente can take care for your visa application in Belgium. Is the Belgian applicant working for a Dutch company, the Dutch company should present an original Letter of Guarantee (LoG) to the applicant; see page 3 of this document. This LoG must be printed on original letter paper of the Dutch company.

The validity of your visa starts at the date of issue by the Embassy.

A non-Schengen passport holder must deliver always a copy of both sides of the residence permit en/or working permit for the Netherlands.

**Stopping visa application procedure and additional costs:**

If the investigation shows that he provided information is incorrect, the Embassy pulls back the passport form the application process. For such applications will consular costs and the costs of the Service Center (CVASC) be charged, despite no visa is issued. The Embassy will register the name of the applicant, which may constitute an obstacle for possible future requests. Avoid delays and additional costs can lead to incorrect or incomplete applications delay and high additional costs.

Be keen on:

* Compliance with all requirements as listed in the application package, such as tickets, hotel confirmations, documents, letters
* The visa application form is correct, fully completed and signed.

**New supplementary information as of June 2014**

Travelling to the Province Xinjiang than are additional documents required:

* a visa notification of the local (travel) agent.
* The entire itinerary/program submitted by the local (travel) agent.
* A bank statement not older than 2 months.

Famous places in this province are Urumqi, Kashgar (Kashi), Tulufan and Hami.

**Supplementary information as of August 2014**

Are you a resident of the European Union (not NL) the following documents to the visa application must be delivered:

* A copy of both sides of a valid Dutch residence permit.
* A copy of an excerpt from the GBA (municipal administration) also known as BRP (base Registration people) called, not older than 3 months.
* An English-language business paper, employer's certificate see page 4 (with logo, name and address and other registration information) with the full name and job description of the applicant, stating that the applicant is working and will continue working for the company.

It can occur that you will receive another visa type than requested. The visa type given is the decision of the Embassy of China and Visumservice Twente cannot get any influence.

THIS LETTER IS ONLY APPLICABLE FOR NON-DUTCH PASSPORT HOLDERS! (delete this line when printing on official letter paper)

Embassy of People’s Republic of China

Consular Section

Adriaan Goekooplaan 8

2518 JX ‘s-Gravenhage

## Date Our reference Subject Direct dial

Date <your re.> Letter of Guarantee +31 (0)<tel.nr.>

Dear Sirs,

This is to certify the proper behaviour of Mr./Mrs. <name applicant>, <profession> employed by our company and staying employed, who is required to travel to your country for business discussions with: <name applicant>.

This business trip is scheduled on <departure date> for a stay of <number of days> in your country. He intends to visit your country with a <single, double of multiple> entry, valid for max. <number of days> days.

Mr./Mrs. <name applicant> is already <number of years> years working for our company and has overall <number of years> years experience.

We take full responsibility for all expenses involved with and resulting from Mr./Mrs. <name applicant> travelling in your country. We will provide him with a return ticket.

Passport data:

Name : <name>

Birth date : <birth date>

Place of birth : <place of birth>

Passport number : <passport number>

Date of issue : <date of issue passport>

Date of expiry : <date of expiry passport>

Please issue the appropriate visa.

Yours truly,

**<company name>**

<name company representative>

<function>