

## Checklist for Business Visa applications

### 商务签证申请审核表

Name: _____ (姓名) Passport Number: _____ (护照号)		Purpose of Visit: _____ (访问目的) Group No. if relevant: _____ (团号, 如有)		
		Yes/ 有?	No/ If not, why not? 没有? 如没有, 注明原因	For official use: dox present?
1.	Completed and signed application form?( Signature on application form and passport should be the same.) (x2) 填写完整并在申请表上签名? (护照与申请表需签名一致) (二份)			
2.	One copy of the passport (the first and last page with signature)/resident permit and work permit (in case of foreign nationals)? (Passport signature should be with a Pen. Pencil signature will not be accepted.) 护照首页和带签名的尾页、居留许可和工作许可 (外籍申请人) 复印件? (护照签名不接受使用铅笔)			
3.	Correct fee? 费用正确?			
4.	Appropriate photo? (Photo should be clear with a blue back drop. Scanned Photo's will not be accepted.) (x2) 照片合格? (蓝色背景照片, 不接受使用扫描或不清晰的照片) (二张)			
5.	Fax / Original Invitation Letter from a recognised Indian Company?(Invitation letter should be clear with clear signature of the invitee.) (x2) 印度公司邀请函 (传真件或原件)? (邀请人签字需清晰) (二份)			
6.	Certificate of Incorporation of Indian Company/ PAN card of the INDIAN COMPANY? (x2) 印度公司组建证明? (二份)			
7.	Dispatch Letter from the Company of Applicant? (x2)/CCPIT certificate for more than 3 month visa. (Not required in case of third country National.) (x2) 申请人公司派遣函(二份)/申请3个月以上签证需要中国国际贸易促进委员会认证 (第三国民不需要) (二份)			
8.	Business Licence of Chinese Company authenticated in English (x2) 中国公司营业执照复印件及英文翻译件 (二份)			
9.	Itinerary (Applicant's signature required in the Itinerary) (x2) 行程安排 (需要有申请人本人签名) (二份)			
10.	Copy of the Chinese ID Card. (x2) 正反面身份证复印件 (二份)			

Inquiry Officer to delete as appropriate (资料审核员根据适用情况选择)

1. The applicant has confirmed that s/he has no other documents to submit  
 申请人已经确认她/他不提交其他文件 或者

2. The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application taking more than normal processing time or being refused, but s/he has chosen to proceed with the application

申请人已经递交了上述文件，我已通知其不提交所有必要文件会导致被拒签，但其选择继续提交请。

VISA Fee (签证费)		NAME OF TRAVEL AGENT 代理名称:	
Service Fee (服务费)		ADDRESS 地址	
Courier Fee(If any)快递费 (如选)			
Other Fees (其他费用)		TEL 电话	

-----  
Name & Signature of Inquiry Officer (资料审核员签名)

-----  
Date/日期:

-----  
Applicant's Signature (申请人签名)

IO	
SO	
DO	
PRO	
SCAN	
DC	
DC IO	