

Visa Invitation Letter Service

What is CBBC's Visa Invitation Service?

If you wish to obtain a business visa for China, it is necessary to have an invitation letter (sometimes called a Visa Notification Form) from a Chinese company or Government Department. CBBC is able to provide such a letter for business people who are unable to obtain it through these channels.

Please note:

- In order to obtain a visa for China, your passport must be valid for at least six months from the planned date of entry
- Single and double entry invitation letters take around 3 working days to be processed and are returned to you by email
- Allow enough time before your visit to obtain the letter and the visa
- We are unable to process Multi Entry visa letters at the current time

You will need to supply:

- The completed application form overleaf
- A clear scanned copy of the photo page within the applicant's passport
- UK residence certification letter if nationality is not British (excluding EU citizens). Further information can be found here:
<http://www.justlanded.com/english/UK/Tools/Just-Landed-Guide/Visas-Permits/Residence-Permits>

How much do Letters of Invitation cost?

1. Members

- Single entry letter of invitation - £25 + VAT = £30
- Double entry letter of invitation - £50 + VAT = £60

2. Non Members

- Single entry letter of invitation - £40 + VAT = £48
- Double entry letter of invitation - £65 + VAT = £78

Request form

Full name (as per your passport)	
Position	
Company	
Nationality	
Date of Birth	
Passport number	
Date of expiry	
Intended date(s) of entry to China	
Intended date(s) of exit from China	
Length of stay(s) in China inc. entry & exit days	
Reason for travel e.g. exhibition, comp meetings	
Cities to Visit	
Where you will be applying for the visa	
Single/Double entry	
Are your travel expenses being covered by your company? (If No, please state the source of funds)	

COST

CBBC Member: Single-entry (£25 + VAT = £30) Double-entry (£50 + VAT = £60)
Non Member: Single-entry (£40 + VAT = £48) Double-entry (£65 + VAT = £78)

(One name per letter and payment must be made in advance).

PAYMENT DETAILS

I would like to pay £..... by MasterCard Visa Switch*

Card no:

Card expiry date Security Code

*Card valid date *Switch issue no

Signature Date

If you wish to pay over the phone, please let us know when you return the form.

Cardholder's name:

Company Name:

Address:

.....

Tel: E-mail:

Please return this form and supporting documents to Tracy Baird:
 E: Tracy.Baird@cbbc.org F: 0141 204 8354 Tel: 0141 204 8322



China-Britain
 Business Council
 英中贸易协会

Applying for a business visa

You will need:

- Original passport valid for at least 6 months from the date of application and with sufficient blank pages.
- Letter of invitation from a Chinese company or institution in China or a Visa notification form issued by an authorised unit in China
- Completed visa application form ([Download here](#)) with a recently-taken passport photo; all the items on the application form should be completed neatly with genuine information; if the applicant has a Chinese name, the Chinese name should be filled in; false or incomplete information and illegible characters may lead to refusal of a visa.
- Copy of the information page of the applicants passport as well as copies of any previous Chinese visas.
- An applicant holding a passport other than UK passport should provide the original and a copy of his or her permanent residence or work permit which should be valid for at least half a year (except for those who are visa or permit exempt for residing or working in the UK).

Application procedure:

- All visa applications are dealt with by the Chinese Visa Application Service Centres (CVASC) in London, Manchester or Edinburgh. For detailed information on CVASC please visit www.visaforchina.org
- Make an online appointment at the centre of your choice:
http://www.visaforchina.org/LON_EN/
http://www.visaforchina.org/MAN_EN/
http://www.visaforchina.org/EDI_EN/

Processing time:

- Express 3 working day service
- Standard 4 working day service

Please note:

- Consular officers may request an applicant to provide additional supporting documents. The applicant should provide this as soon as possible.
- Whether a visa is to be issued or not, and what type of visa to be issued shall be decided by Consular officers based on China's relevant laws and regulations. Application may be refused without detailed explanation.
- The applicant should check all the information of the issued visa upon collection and if necessary raise queries at the same time. If there is no immediate query relating to the issued visa, the applicant is held responsible under any circumstances thereafter.
- Please be advised to apply for a visa about one month in advance of the intended date of entry into China. The applicant is held responsible for any consequences resulting from the failure to submit visa application at an appropriate time, which may lead to either the issued visa becoming expired or it being too late to get a visa before the intended entry date.
- Consular officers decide on the visa's period of validity, duration of stay and number of entry based on China's laws and regulations.

Important notice:

CBBC will use our best efforts to process your visa invitation letters as soon as possible. However, CBBC accepts no responsibility for any delays in Visa processing caused by the Chinese Embassy or any other governmental organisation participating in the visa process. CBBC has no influence on your application to the Chinese Embassy or other agency for a Visa to travel to China and cannot be held responsible for the outcome of you Visa application.