

## SECTION III.D OPTIONAL FORMS

### FORM21 INVITATION LETTER TO CHINA

#### Instructions on How to Apply for a Chinese VISA

To apply for any type of Chinese visa, the following is required:

One completed visa application form, one recent passport sized photograph, a valid original passport with blank pages. Please be reminded that the passport must be valid for at least **SIX MONTHS** beyond the intended date to enter China or any other destination. More documents are required if applying for:

Tourist visa	L	Airline ticket or the itinerary.
Business visa	F	An invitation letter/ fax from a Chinese Government department or government-authorized company
Work visa	Z	An employment permit from the Ministry of Labour or the State Bureau of Foreign Experts of China together with an invitation letter from the company authorized by the Chinese Government
Student visa	X	JW-201 or JW_202 form issued by the Ministry of Education of China and a letter of admission from a Chinese University / College
Transit Visa	G	A valid visa for the country of destination and the letter from the department of work unit. Duration of transit visa is about 7 days. For British passport holder, a Chinese visa is required even to stop over in an airport of China
Journalist Visa	J-1 or J-2	A letter from the Information Department of the Ministry of Foreign Affairs or the Foreign Affairs Office of Shanghai or Guangdong Municipality Government and a letter from the work unit.
Permanent Visa	D:	A Permit letter from a local government of China

Visa validity A single or double entry visa is usually valid for entry within 3 month from the date of issue. The multi-entry visa is divided into three categories, namely half a year / one year / two to five years visa

Duration of stay / number of entries Duration of stay of a visa may vary. It is possible to extend the duration of stay of a visa in China. Visa is always required wherever you enter the Chinese mainland even from Hong Kong or Macao

Requirements towards passport A There must be at least one totally blank page in the passport. Pages for endorsements or amendments can not be used as a visa page  
B Single or double entry visa require a passport valid for at least 6 months. For multiple entry visa, a passport should be valid for at least 9 Months A photo of the person using said passport should be affixed to the form. The full visa fee will apply

Where to apply for a Chinese visa Applicants should apply for the Chinese visa in person or through a third party (e.g. travel agencies).  
It takes 2 weeks to process the application, so there is no same day or express service. It is recommended that your passport(s) should be sent by registered mail for security and proof of mailing purposes. Please enclose a self addressed envelope, the visa application form and payment (visa fee and service fee - see item: visa fee).

NOTES

- 1 The application for a visa may be declined if the applicant fails to provide with true and complete information on the visa application form.
- 2 The applicant should check the issued visa upon collection and, if necessary raise any queries at the same. Once accepted, they should follow the content of the visa while visiting China. If there is no immediate inquiry relating to the issued visa, the applicant is held responsible under any circumstances thereafter.
- 3 The person holding X, D, or J-1 visa shall go through residential formalities in the local public security departments of China within 30 days of the date of entry.
- 4 The applicant should not engage in activities incompatible with his / her status when he/she enters China
- 5 For foreign visitors employment in the territory of China is prohibited without approval

**SECTION III.D OPTIONAL FORMS**

**INVITATION LETTER TO CHINA (CONT'D)**

**DEADLINE: 14 DECEMBER 2018**

<b>Please send this form to:</b> <b>Messe Muenchen Shanghai Co., Ltd.</b> 11th Floor, PINGAN Fortune Tower, 1088 Yuanshen Road, Pudong New Area, Shanghai 200122/ P.R.China Tel.: +86 (0)21 2020 5500 Fax: +86 (0)21 2020 5688 eMail: steve.shen@mm-sh.com Contact Person: Mr. Steve Shen / ext. 863	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:
	Hall / Booth No.:	

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

**EXHIBITORS WITH INVITATION**

All the applicants for visas are required to have an **Invitation Letter from the Chinese authority**. Our company will coordinate and forward the information of the application to the Chinese authorities for issuing the Invitation Letter which will be ready within 7 working days and presented to your company by fax or mail.

*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 local Chinese Embassy) and forward to the local Chinese Embassy or Consulate for completion of the formalities. An additional charge may be incurred for their paperwork.*

During ISPO Beijing 2019, the organizer would like to offer the exhibitor a number of free issuing of visa invitation letters.

Registered sqm	Invitation letter entitled	Registered sqm	Invitation letter entitled
12 to 27	3	55 to 100	10
28 to 54	6	more than 100	15

Any additional Invitation Letter for **visa application** will cost **CNY 160.00/person**, which will be borne by the exhibitor.

**ATTENTION:**

- Please submit the application form together with the following required documents according to the procedure / policy.
  - ✓ passport copy
  - ✓ entry record to China
  - ✓ official Chinese hotel confirmation letter copy
  - ✓ official round-trip air ticket copy
- Passports must be valid for at least **SIX MONTHS** beyond the intended date of entry into China.
- Please make enough copies for each applicant and return the typewritten form to us before the deadline.
- Once approved, the invitation letter(s) will be sent to you via fax. If the original invitation letter is required by the Chinese embassy/consulate in your country, a courier fee will occur for express mail service.

**Visa Invitation Letter Application Form**

Surname		First Name	
Gender		Nationality	
Date of Birth		Place of Birth	
Passport No		Job Title	
Entry China Date (dd/mm/yy)		Exit China Date (dd/mm/yy)	
Company Name			
Address in full			
Tel	(+ )	Fax	(+ )
Contact email			
Nearest China Embassy or consulate to apply visa			
Have you been to China? If yes, please write down the date(dd/mm/yy)			
Letter to be sent by (Please tick)	<input type="checkbox"/> fax	<input type="checkbox"/> email	

\*We understand that our visa invitation will only be processed when we return this form with full payment of the application fee before deadline\*

**SECTION III.D OPTIONAL FORMS**

**INVITATION LETTER TO CHINA (CONT'D)**

**DEADLINE: 14 DECEMBER 2018**

<b>Please send this form to:</b> <b>Messe Muenchen Shanghai Co., Ltd.</b> 11th Floor, PINGAN Fortune Tower, 1088 Yuanshen Road, Pudong New Area, Shanghai 200122/ P.R.China Tel.: +86 (0)21 2020 5500 Fax: +86 (0)21 2020 5688 eMail: steve.shen@mm-sh.com Contact Person: Mr. Steve Shen / ext. 863	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in charge:	
	Signature:	Date:

All foreigners must obtain an entry visa before proceeding to China.

Visitors are strongly recommended to process the application **one month before departure** from the country of origin.

**VISITORS WITH INVITATION**

All the applicants for visas are required to have an **Invitation Letter from the Chinese authority**. Our company will coordinate and forward the information of the application to the Chinese authorities for issuing the Invitation Letter which will be ready within 7 working days and presented to your company by fax or mail.

*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 local Chinese Embassy) and forward to the local Chinese Embassy or Consulate for completion of the formalities. An additional charge may be incurred for their paperwork.*

**The cost to issue of Invitation Letter for visa application is CNY 160.00/person.**

**ATTENTION:**

- 1) Please submit the application form together with the following required documents according to the procedure / policy.
  - ✓ passport copy
  - ✓ entry record to China
  - ✓ official Chinese hotel confirmation letter copy
  - ✓ official round-trip air ticket copy
- 2) Passports must be valid for at least **SIX MONTHS** beyond the intended date of entry into China.
- 3) Please make enough copies for each applicant and return the typewritten form to us before the deadline.
- 4) Once approved, the invitation letter(s) will be sent to you via fax. If the original invitation letter is required by the Chinese embassy/consulate in your country, a courier fee will occur for express mail service.

**Visa Invitation Letter Application Form**

Surname		First Name	
Gender		Nationality	
Date of Birth		Place of Birth	
Passport No		Job Title	
Entry China Date(dd/mm/yy)		Exit China Date(dd/mm/yy)	
Company Name			
Address in full			
Tel	(+ )	Fax	(+ )
Contact email			
Nearest China Embassy or consulate to apply visa			
Have you been to China? If yes, please write down the date(dd/mm/yy)			
Letter to be sent by (Please tick)		<input type="checkbox"/> fax	<input type="checkbox"/> email

\*We understand that our visa invitation will only be processed when we return this form with full payment of the application fee before deadline\*

**PAYMENT BY CREDIT CARD**

I hereby authorize to debit my card (details as follows) for all the above service arranged:

- Visa Card                     
  Master Card                     
  Amex Card

Name of Credit Cardholder: \_\_\_\_\_ Expiry Date (mm/yy): \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ CVV Code \_\_\_\_\_ Signature: \_\_\_\_\_