## Invitation Letter FORM

### Please supply information as listed below for whom needs an invitation letter to support their application for a visa. Accurate information is essential. Full details must be clearly typed.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | |
| Company Name: | | | |  | | | | | | | | |  |
| Address: | |  | | | | | | | | | | |  |
|  | |  | | | | | | | | | | |  |
| Telephone: | | |  | | | | Email: |  | | | | |  |
| Surname: | | |  | | | | First Name: | | |  | | |  |
| Gender: |  | | | | Nationality: |  | Place & Date of Birth: | | | | |  |  |
| Passport No: | | | |  | | | Job Title: | | |  | | |  |
| Date of Arrival: | | | |  | | | Date of Departure: | | | |  | |  |
| Country/ City of Embassy where you would like to apply visa: | | | | | | | | |  | | | |  |
|  | | | | | | | | | | | | | |

**Procedures:**

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| 1. Please make photocopies of this form if more than one applicant requires visa invitation letter. |
| 1. Please fill in the application form in capital letters or type and return it to us as soon as possible. We will precede your invitation letter for visa application immediately. |
| 1. Once approved, we will send you an invitation letter via email. |
| 1. If the original invitation letter is required by the Chinese embassy/consulate in your country, a courier fee will occur for the express mail service. |
| 1. **RMB 500** handling fee should be charged. |
| 1. Please take this invitation letter together with your passport to your embassy or consulate to apply visa. |

**Attention:**

Please be reminded that all applicants’ passports must be valid for at least SIX MONTHS beyond the intended date to enter China or any other destination.