## 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: |  |  |
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**Procedures:**

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| 1. Please make photocopies of this form if more than one applicant requires visa invitation letter.
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| 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.
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| 1. Once approved, we will send you an invitation letter via email.
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| 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.
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| 1. **RMB 500** handling fee should be charged.
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| 1. Please take this invitation letter together with your passport to your embassy or consulate to apply visa.
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**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.