

CHINA VISA REQUIREMENTS

BUSINESS, MEETINGS, CONFERENCE

- **Valid passport with filled-up back page of passport** (in case of emergency: name, address, phone number, signature).
- **Duly Signed Visa Application Form** (People's Republic of China)
- **1 pc. 48mm x 33mm Size Picture** (white background wearing collared and colored shirt or blouse, with no glasses and earrings and hair should not be covering face, if possible, push back hair)
- **Round-Trip Air Ticket** (reservation only)
- **Hotel Reservation** (reservation only)
- **Day to Day Itinerary**
- **if Foreign National** (photocopy of ACR ID - front and back)
- **if Dual Citizen** (original PHL passport and other nationality passport hold)

For those who has previous VISA:

- **Previously used China visa in old or new passport** (Only visa sticker will be accepted. Those with stamped visas are considered FIRST TIMER China Visa Applicants.)
- **e-Travel** (photocopy of latest arrival in Philippines - April 2024 onwards. This record was sent in the email you provided)

For Employee's:

- **Certificate of Employment** (detailing Salary and the length of employment).
- **Company ID** (photocopy - front and back)
- **Personal Bank Certificate** (no need to provide if the company will sponsor the trip)
- **Personal Bank Statements** (for the last 6 months) or **Passbook** detailing transactions for 6 months prior to applying for visa / (no need to provide if the company will sponsor the trip)
- **Latest BIR-issued Income Tax Return** (photocopy of ITR- Form 2316 / 1701 / 1702)

For Company's:

- **if Company's sponsor the trip**, please provide the following:
 - **Company's bank certificate with ADB**
 - **Company's bank statements**
 - **Company's latest BIR-issued Income Tax Return (ITR- Form 2316 / 1701 / 1702)**
 - **Letter of Support/Guarantee (must be notarized)**
 - **Company's SEC with GIS.**
 - **Invitation Letter from the Chinese company visiting with Red Stamped.**

Note:

- Please be advised all documents should be printed in A4 paper.
- Additional required documents may be asked by the embassy to the applicant depending on the category of visa applying for.
- Please send us an email at **documentations@inflightmenuph.com** for queries and/or information in submitting the requirements.