

TRAVCOUR (UK) LTD ORDER FORM

Falcon House, Suite 2, 19 Deer Park Road, Wimbledon, SW19 3UX
 Tel: 020 85431846 (9.00am to 5.00pm)
 e-mail: info@travcour.com Website: www.travcour.com
 Open Hours: (Mon – Fri) 9.00am to 5.00pm



SERVICES FOR CHINA BUSINESS VISAS - (PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS)

FINGERPRINTS ARE REQUIRED & YOU WILL NEED TO ATTEND THE APPLICATION CENTRE IN LONDON ON YOUR CHOSEN DATE.

PLEASE SPECIFY THE DATE THAT YOU CAN ATTEND

WE WILL CONTACT YOU ON RECEIPT TO CONFIRM THESE DETAILS ONCE YOUR DOCUMENTS HAVE BEEN CHECKED.

Please tick the service you are applying for. Should any charge differ once received, we will notify you

✓	Chinese Visas	Dates of entry/exit	Embassy Visa fee	Travcour service charge	Total to send excluding return cost
	1-24 month business visa	To	151.00	50.00	201.00
	1-24 month business visa express	To	182.00	60.00	242.00

Please select the type of return you need us to use for your documents. Postal & International fees are only payable per return address (maximum of 4 passports). Carriers own terms & conditions apply. We do not accept responsibility for the delivery of documents by any third party and by selecting this option, you agree to the carriers terms and accept full responsibility for your selection.

✓	Return type	Charge	Terms
	Royal Mail Special Delivery	9.00	Only applicable for UK residents. For terms & conditions please visit www.royalmail.com
	DHL International Ltd	40.00	For terms & conditions please visit www.dhl.co.uk
	Travcour courier hand delivery	POA	Subject to London area/airport & availability. We will contact you upon receipt of your order.
	Personal collection	N/A	Please await our call to advise your documents are ready
	Own prepaid envelope	N/A	For security, please only send prepaid secure mail & note your tracking number

You must enclose full payment for us to process your order. For bank transfers, your order will be processed once the funds have cleared in our account only. As fees are paid on submission of your documents, we will not provide credit for your process to begin. Please include the fees for your service as listed above, the Travcour service charge & your selected return fee.

Cheque or postal order (Payable to Travcour (UK) Ltd)

Debit Card (please complete the following section) We do not accept American Express or Diners or credit cards.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Expiry:	3 digit SCN	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Bank transfer; You must include the full name of the applicant as your reference. If you are sending more than one application, please select one of the applicant's names for the reference. Visa fees and Travcour service charges are per person but return fees are payable per return address.

Barclays Bank PLC, Account name Travcour UK Ltd
 Account number: 60960055
 Sort Code: 20-21-80

Please confirm the address you would like your documents to be returned to and the contact information for any further instruction or tracking purposes. Our contact will be in writing via email where possible. Please check your junk/spam mail in case your email filter rejects our mail. Please ensure consent is obtained if using someone else's contact information. Any change to your details during process must be made in writing by email. We will only correspond with the passport holder or the person designated on this form.

Title: First NamesSurname.....

Address

.....Postcode

Telephone NumberEmail

If you require your documents by a certain time, please indicate the latest date you would like them returned to you:

We will always do our best to try and return by your chosen date however, it cannot be guaranteed. Travel arrangements must not be made until you have secured and received your valid visa for entry. By placing this order, you agree to any delays incurred by any governing office or third party carrier.

Signature(passport holder or legal guardian) Date

DISCLAIMER: Whilst every effort is made to issue your requirements the embassy/consulate reserve the right to refuse or delay your application & therefore no guarantees can be provided. Governing regulations apply at all times. By placing an order with Travcour (UK) Ltd you confirm that you agree to our Terms and Conditions and consent to our data handling as set out in our privacy statement as detailed at www.travcour.com. Travcour (UK) Ltd will not & cannot be held liable nor responsible for the actions, losses or delays of any nature incurred by embassies, passport office, government offices, third party courier carrier, subcontracted couriers or Royal Mail. Our service is for the sole action of applying for your visa and does not include any booked travel before or after the service is completed.

DOCUMENT CHECKLIST

CHINESE BUSINESS VISAS

Your documents must be sent using a secure, trackable method and in secure packaging. Documents may also be hand delivered to our reception during open hours only. As we deal with sensitive information and documents, entry into our main office, completing your documents on site or using our computers or equipment is not permitted. For this reason, you must bring your documents completed for the handover on delivery. If you require advice on hand delivery, please call or email us to book an appointment to see a specialist before you arrive and ensure all documents are completed to the best of your ability beforehand. We will not provide assistance with documents in our reception without a prior appointment. Appointments are daily between 11am and 3pm. Please email info@travcour.com with your preferred date & time.

THE FOLLOWING SERVICES ARE AVAILABLE;

Standard service – 4 Working days

Express service – 3 Working days

Remember to allow time for your process – documents are delivered to the embassy the following working day from receipt depending on the date chosen for your fingerprint appointment. The embassy may request more information, have closures or delays & reserves the right to hold your documents once submitted for any length of time.

In order to apply for your visa, please ensure that you enclose the following documents in your delivery to us. Failure to do so will result in a delay in your application. (Please note that embassies reserve the right to request additional documents) You only need one order form if you are sending more than one passport.

Order form fully completed and signed

Visa application, fully completed at <https://www.visaforchina.org/>

- *Please ensure your photo is uploaded, print & sign once completed - double sided or handwritten applications will not be accepted.*
- *If you would like us to complete the online application for you, please complete the questionnaire attached to this form. There is an additional charge of £40.00 for this. You do not need to complete it if you are doing your own application online.*

1 x passport photo - professional photos only on pale grey background

- Do not wear any jewellery or scarf
- Must not be the same as the picture displayed in your passport
- Must show eyes, eyebrows and ears
- Only non-rimmed glasses can be worn in the photo

Letter of invitation

- *Printed on A4 paper – no pictures of invitations will be accepted, only scanned copies.*
- *Must be dated within 3 months of the application*
- *Must include: Full name, address & phone number of the inviting party, full name, passport number, date of birth and gender of the applicant, relationship between the inviter and the applicant, confirm who will be financially responsible during the stay in China, expected dates of entry and exit, place and purpose of the visit, number of entries required and bear the official Chinese company stamp.*
- *The embassy will also request the passport ID of the inviting party signatory if not a Chinese national.*

Applicants with dual nationality must provide both national passports

If you were born in any other country to the nationality of the passport provided, you must provide a copy of the passport for the country you were born in (even if expired) or provide a typed letter to explain why you do not have that national passport

For applicants that have had previous trips to China, please provide a copy of the last Chinese visa – if in a different passport to the one being supplied, you must also send a copy of the ID page that it is in. If this cannot be supplied, you must supply a typed letter to explain why you no longer have the visa copy/ passport.

Passport. Applicants with dual nationality must provide both national passports

NOTE the embassy will decide the validity & entries of the visa regardless of the requested term. This cannot be disputed thereafter.

Travcour UK Ltd does not share data with any third party other than the governing office you are applying to. Copies of your application will not be stored by us and any card or bank information is destroyed once your order is completed.

VISA QUESTIONNAIRE ENTER YOUR NAME HERE

CHINESE VISA APPLICATIONS MUST BE COMPLETED ONLINE. WE WILL COMPLETE THE ONLINE APPLICATION FOR YOU, INCLUDING UPLOADING YOUR PHOTO AND PASSPORT, IF THE INFORMATION BELOW IS PROVIDED. INCOMPLETE QUESTIONNAIRES WILL NOT BE ACCEPTED. ONCE COMPLETE, PLEASE SEND TO US WITH ALL OTHER REQUIRED DOCUMENTS. ALTHOUGH WE WILL CHECK AND SUBMIT YOUR APPLICATION, YOU WILL STILL NEED TO ATTEND FOR FINGERPRINTING WHICH WE WILL ALSO ORGANISE FOR YOU. ONCE ALL DOCUMENTS ARE RECEIVED, WE WILL CONTACT YOU TO MAKE THESE ARRANGEMENTS.

You can print and hand complete this questionnaire or complete it on your screen. You will need to post this to us with all other requirements. Please ensure all questions are answered in full.

MARITAL STATUS Married Divorced Single Widowed Other

SPOUSE NAME, DOB & PLACE OF BIRTH IF MARRIED

DO YOU HAVE ANY OTHER NATIONALITY? YES NO

IF YES, PLEASE CONFIRM THE OTHER NATIONALITY

DO YOU HAVE PERMANENT RESIDENCE IN ANY OTHER REGION? YES NO

IF YES, PLEASE CONFIRM COUNTRY OF PERMANENT RESIDENCE

WHAT IS YOUR PURPOSE OF VISIT TO CHINA?

WHAT VALIDITY DO YOU NEED FOR THIS APPLICATION (MONTHS)?

HOW MANY DAYS WILL YOU BE IN CHINA IN TOTAL?

HOW MANY ENTRIES DO YOU REQUIRE? Please only select what can be verified on your flight confirmation or invitation

SINGLE DOUBLE MULTIPLE

WHAT SERVICE DO YOU REQUIRE? NORMAL EXPRESS

WHAT IS YOUR CURRENT OCCUPATION?

WHAT IS YOUR ANNUAL INCOME?

WHAT CURRENCY IS YOUR INCOME CALCULATED?

WHAT WAS THE START DATE OF YOUR EMPLOYMENT, CURRENT OR PREVIOUS?

WHAT WAS THE END DATE OF YOUR EMPLOYMENT IF PREVIOUS?

NAME OF EMPLOYER

ADDRESS OF EMPLOYER

TELEPHONE NUMBER OF EMPLOYER

NAME OF SUPERVISOR

TELEPHONE OF SUPERVISOR

YOUR EMPLOYED POSITION

WHAT ARE/WERE YOUR BASIC DUTIES?

PLEASE LIST ANY LANGUAGE SKILLS

IF A STUDENT, DATE OF ENROLMENT

DATE OF EXPECTED END OF ENROLMENT

NAME OF INSTITUTION

ADDRESS OF INSTITUTION

WHICH DIPLOMA/DEGREE WILL YOU HAVE

MAJOR YES NO

Please go to page 2

FULL RESIDENTIAL ADDRESS IN THE UK

PHONE NUMBER HOME
MOBILE

EMAIL ADDRESS

FATHERS NAME

FATHERS NATIONALITY

FATHERS OCCUPATION

FATHERS DATE OF BIRTH

FATHERS ADDRESS

IS YOUR FATHER IN CHINA? YES NO

MOTHERS NAME

MOTHERS NATIONALITY

MOTHERS OCCUPATION

MOTHERS DATE OF BIRTH

MOTHERS ADDRESS

IS YOUR MOTHER IN CHINA? YES NO

CHILDS NAME

CHILDS NATIONALITY

CHILDS OCCUPATION

CHILDS DATE OF BIRTH

CHILDS ADDRESS

IS YOUR CHILD IN CHINA? YES NO

IF YOU HAVE ANY OTHER CHILDREN YOU WOULD LIKE TO ADD, PLEASE COMPLETE ON A SEPERATE SHEET

DO YOU HAVE ANY OTHER IMMEDIATE RELATIVES IN CHINA YES NO

IF YES, PLEASE PROVIDE DETAILS

WHAT IS YOUR INTENDED ARRIVAL DATE INTO CHINA?

NUMBER OF ARRIVAL TRAIN/SHIP/FLIGHT

CITY OF ARRIVAL

WHAT IS YOUR INTENDED DEPARTURE DATE OUT OF CHINA?

NUMBER OF DEPARTURE TRAIN/SHIP/FLIGHT

CITY OF DEPARTURE

Please go to page 3

PLEASE LIST ALL PLACES OF STAY DURING YOUR CHINESE VISIT- MUST BE COMPLETED IN DATE ORDER ACCORDING TO YOUR BOOKING CONFIRMATION.

1.
ARRIVAL DATE
ADDRESS
DEPARTURE DATE

2.
ARRIVAL DATE
ADDRESS
DEPARTURE DATE

3.
ARRIVAL DATE
ADDRESS
DEPARTURE DATE

4
ARRIVAL DATE
ADDRESS
DEPARTURE DATE

5.
ARRIVAL DATE
ADDRESS
DEPARTURE DATE

IF YOU ARE STAYING AT MORE ADDRESSES IN CHINA, PLEASE CONTINUE ON A SEPERATE SHEET

IF TOURIST, PLEASE MOVE ONTO 'WHO WILL PAY YOUR TRAVEL EXPENSES.

NAME OF INVITING ORGANISATION

RELATIONSHIP TO YOU

PHONE NUMBER

EMAIL ADDRESS

STATE / CITY / POSTCODE

SERIAL NUMBER OF INVITATION LETTER OF AUTHORISED ORGANISATION

EMERGENCY CONTACT FULL NAME

RELATIONSHIP TO YOU

PHONE NUMBER

EMAIL ADDRESS

COUNTRY/ STATE/ CITY/POSTCODE

WHO WILL PAY FOR YOUR TRAVEL EXPENSES? SELF OTHER (Please specify)

IF YOU ARE VISITING AN INDIVIDUAL OR HAVE A SPONSOR FOR YOUR VISIT, PLEASE PROVIDE THEIR DETAILS

NAME
PHONE NUMBER
COUNTRY / STATE / CITY / POSTCODE

WILL YOU BE TRAVELLING TO CHINA WITH SOMEONE ELSE? YES NO

IF YES, PLEASE PROVIDE DETAILS

NAME
RELATIONSHIP TO YOU
PHONE NUMBER
COUNTRY / STATE / CITY / POSTCODE

Please go to page 4

HAVE YOU BEEN TO CHINA BEFORE YES NO

IF YES, WHEN?

HAVE YOU EVER BEEN ISSUED A CHINESE VISA BEFORE YES NO
If yes, please provide the most recent visa for more information

LIST ANY VALID VISAS FOR ANY OTHER COUNTRY

LIST ALL COUNTRIES YOU HAVE VISITED IN PAST 5 YEARS

IF YOU HAVE VISITED CHINA IN PAST 3 YEARS, PLEASE SUPPLY THE FOLLOWING;

CITIES VISITED
DATE OF ARRIVAL
DATE OF DEPARTURE

HAVE YOU EVER BEEN FINGERPRINTED WHEN APPLYING FOR A CHINESE VISA? YES NO
DETAILS

HAVE YOU EVER BEEN ISSUED CHINESE RESIDENCE? YES NO
DETAILS

HAVE YOU EVER LOST A CHINESE VISA OR HAD ONE STOLEN? YES NO
DETAILS

HAVE YOU EVER BEEN REFUSED A CHINESE VISA? YES NO
DETAILS

HAVE YOU EVER CANCELLED A CHINESE VISA? YES NO
DETAILS

HAVE YOU EVER ENTERED, OVERSTAYED OR WORKED IN CHINA ILLEGALLY? YES NO
DETAILS

DO YOU HAVE A CRIMINAL RECORD IN CHINA OR ANY OTHER COUNTRY? YES NO
DETAILS

DO YOU HAVE A SERIOUS MENTAL DISORDER OR INFECTIOUS DISEASE? YES NO
DETAILS

HAVE YOU VISITED ANY COUNTRY/TERRITORY IN THE LAST 30 DAYS SUFFERING FROM ANY EPIDEMIC/
INFECTIOUS DISEASE? YES NO
DETAILS

HAVE YOU EVER BEEN TRAINED OR HAVE SPECIAL SKILLS WITH FIREARMS, EXPLOSIVES, BIOLOGICAL/CHEMICAL
WEAPONS OR NUCLEAR WEAPONS? YES NO
DETAILS

HAVE YOU EVER SERVED IN THE MILITARY YES NO
IF YES, COUNTRY & REGION OF SERVICE
BRANCH OF SERVICE
RANK IN MILITARY
SPECIALITY
START DATE OF SERVICE
END DATE OF SERVICE

HAVE YOU SERVED OR PARTICIPATED IN ANY PARLIAMENTARY ORGANISATION, CIVIL ARMED UNIT, GUERRILLA
FORCES OR REBELLION ORGANISATIONS? YES NO
DETAILS

HAVE YOU WORKED FOR, BELONGED TO OR CONTRIBUTED TO ANY PROFESSIONAL, SOCIAL OR CHARITABLE
ORGANISATION? YES NO
DETAILS

SIGNATURE

DATE