



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## **CHINA BUSINESS (M) STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- New China Rules:
  - All applicants between the ages of 14 to 69 (inclusive) must attend the China visa centre to have their finger print scanned as part of the visa process. Regent Visas will help you with this as part of our service which includes lodging and collecting your Chinese visa application. Regent Visas is an officially registered Agent with the Embassy, and by using our services you will bypass the queues.
  - However, if the applicant is applying for a Single or Double entry visa for one of the four categories below, then you do not need a fingerprint scan, and therefore do not need to attend the appointment.
  - Tourist (L), Business (M), Family visit, Crew (C)
  - We are able to lodge at the China Visa centres in London and Manchester.
  - The China Visa Centre now operates lodging visa applications on a first come first serve basis. Regent Visas, however, has a set daily appointment time, Monday to Friday. This will save you a lot of time that you spent at the Visa centre. Kindly call us to arrange an appointment.
  - A recent change to the China application process requires the application form and documents to be submitted to the Embassy online in advance of the appointment. Regent Visas will complete this on your behalf. Please complete the application form questionnaire contained within the application pack and include this with the rest of the documents that you send to our office.
- Passport
  - Be valid 6 months after the entry date in China.
  - Has to have at least two blank visa pages.
  - If the applicant is a dual national then both original passports must be supplied
  - If the applicant is a dual national and one of the passports is British, then the visa must applied for in that passport, but both passports must be supplied. Also supply a copy of the other passport photo details page.
  - NOTE: If holding Isle of Man passport then you must choose UNITED KINGDOM as your Nationality when completing the visa form online.
  - NOTE: If holding Jersey passport then you must choose UNITED KINGDOM as your Nationality when completing the visa form online.
- A clear photocopy of the applicants passport Bio info page(s), this includes the photo, and previous China visa.
  - If you have a valid China visa in another passport then supply that actual passport as well.
  - If the applicant has a China visa which is valid for 3 months or more, then it must be used and a new visa cannot be issued. However, if it is valid for less than 3 months a new visa can be issued, but the applicant must supply a letter addressed to the Embassy asking for it to be cancelled and the reason why.
  - If a previous expired China visa is in another passport then supply a copy of both the visa and the photo page of that passport. If not available include a letter to the Embassy explaining why it is not available. You still need to provide a photocopy from the current passport.
  - If there is another unexpired Chinese visa in another passport then you must supply that original passport plus a copy of the bio page and visa. That passport will be submitted with the application and will not be returned for at least 24 hours.
- Visa Application Form
  - Regent Visas will complete this on your behalf, please complete the visa application questionnaire contained within the application pack.
  - If you are involved in Media or Consultancy then in section 3.1 you need to write your job title next to the box you tick.
  - You will also find a link to the visa form in the downloadable pack.
- Photograph Uploaded
  - A photo on a pure white background must be uploaded as part of the online visa form completion process.

- You will find the photo guidance in our downloadable pack.
- Additionally, if you are applying only at Manchester then also supply a physical passport sized photo. This must be the same one you uploaded onto your visa form.
- Letter of Invitation
  - Can be a scanned copy.
  - Needs to be on company headed paper, must include the address, phone and fax numbers.
  - The letter must be dated and be no older than 3 months.
  - Must be fully addressed to the relevant Embassy, i.e. Embassy of the peoples Republic of China 49-51 Portland Place, London W1B 1JL
  - Has to include who is financially responsible for the trip to china.
  - State the relationship with invitee and inviter.

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- Must include the purpose, exit and entry dates to China.
- Must be signed and have the round or oval shaped company seal or stamp on it (must not be the department stamp)
- Must include the following details from the applicants passport:
  - Applicants full Name.
  - Date of Birth and Sex.
  - Passport Number.
  - Start date of passport.
  - Expiry date of passport.
  - Nationality
- Have the following information written in BOTH Chinese and English:
  - 1.Full name of the person who signed the invite.
  - 2.The inviters Job title.
  - Names the places to be visited.
- The signature must be in Chinese (if a Chinese person signed the invite) Otherwise see below please:
- State who is financially responsible for the applicant.
- If the person who signed the invite is not Chinese then supply a copy of their passport and Chinese visa.
- If applying in Manchester then address it to: 'Chinese Consulate General Manchester 71 Denison Rd, Manchester M14 5RX'.
- Proof of Residency:
  - Non British nationals must supply an original UK visa or Residency permit (if applicable). This must be valid for at least 6 months on the submission day.
  - Also supply a photocopy of the required proof of residence.
  - Alternatively, provide the Share code and print out of their residency status in the UK downloaded from the Gov.Uk website.
- EU members lodging at the Manchester China Visa centre must now supply an Employers letter (stamped with the company stamp and signed) stating the following to prove they reside in the UK:
  - The date the employee started working for the employer, and that he/she is working for them to date.
- To apply for a 5 year multiple entry visa you must be able to provide copies of either of the following
  - If the applicant has been granted two or more 2-year multiple entry visas by the Chinese Embassy or Consulates in the U.K. Both visas must be of the same category i.e. Business.
  - If the applicant has been granted one multiple entry visa valid for two or more years by the Chinese Embassy or Consulates in the U.K., and visited China at least six times each year during the past two years.
- If the applicant has a valid Chinese Visa then a request must be made to cancel it
  - Supply a letter addressed to the Embassy from the applicant stating the reason for needing the current valid visa cancelled.
- China Rejection Letter
  - If you previously had an application rejected with a yellow letter from the Chinese Embassy, then it must be handed in with your new application.
  - If not then you must sign the Rejection letter declaration form and include it with your application. You will find one in our downloadable pack.
- Media staff and Religious personnel applying for a visa will need to write a personal statement confirming the purpose of visit to China and most importantly that they will not conduct any media related activities in China or involve in any religious activities. Job title should be clarified on application form 1.15
  - The letter must be typed signed and dated letter.
  - Applicants in this situation should apply one month for the visa before their travel date.
- If a Single or Double Entry Visa is chosen the applicant must include a letter addressed to the

Embassy (it can be a scan) stating that the applicant knows they are entitled to a Multiple Entry visa, but on this occasion wants a Single or Double entry.

## **CHINA BUSINESS (M) STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Regent Visas Order Form
  - You will find this in our document pack.
- Important Visa Information
  - From 8th May 2018 all applications must be paid for up front when we lodge at the China visa centre. If a multiple is paid for but a single is granted, or if the visa is refused, there will be no refunds. Kindly note all charges, including handling fees, will still apply.
  - Business travellers should only apply for visas for stays up to 30 days, unless they have a written explanation why they need to stay longer.
  - Sometimes the original of the invite for business might be asked for Non British passport holders without a reason.
  - Business is an 'M' category visa
  - You must enter within the validity dates of the visa. Upon entry you may stay the maximum number of days as stated on your visa. Some occupations i.e. Doctors, Priests and Journalists can be restricted to the length of their trip i.e. 12 days.
  - Some job titles such as Doctors, Priests and people in Media work, need to provide a day to day itinerary of their trip.
  - You can only apply for a visa no more than 3 months before the travel date.
  - If you have a Criminal record documents provide the original plus a copy of the Police report.
  - Additionally, if you are applying only at Manchester then also supply a physical passport sized photo. This must be just like the one uploaded onto your visa form.
  - M/F/Z visa can only be issued to the applicant who is going to China for work or for important business purpose. Their accompanied spouse or dependant are not eligible for applying visa even if they got PU letter or have their personal information on the Work Permit Notification Invitation letter. Visa Centre can't accept their application.

# REGENT VISAS ORDER FORM



## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

## EMAIL ADDRESS

## ONLY COMPANY

Company name

VAT NO.

Purchase order No.

<input type="text"/>
<input type="text"/>
<input type="text"/>

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	<input type="text" value="China Business (M)"/>	<input type="text" value="Standard"/>	<input type="text"/>	<input type="text"/>

## DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

## PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

<input type="radio"/>	VISA
<input type="radio"/>	VISA DEBIT
<input type="radio"/>	MAESTRO
<input type="radio"/>	MASTER CARD
<input type="radio"/>	AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

## PRINT NAME

## SIGNATURE

## DATE