

**商务签证 (M 字签证) 申请材料清单**  
**Checklist for Business Visa (M-Visa) Application**

商务签证 (M 字签证) 发给赴中国进行商业贸易活动的人员。

Business Visa (M-visa) is issued to those who intend to go to China for commercial and trade activities.

**\*请按清单顺序准备签证申请材料, 打印该清单并附在申请材料首页。**

Please provide the following documents and gather your documents in the order of the checklist.

The checklist should be printed and included in your application as the cover page.

	领事官员专用栏 For official use only
1、申请人的有效护照, 护照必须在行程前至少 6 个月有效, 且至少有 2 张空白签证页。 Original passport valid for at least 6 months from the date of application, with 2 or more blank visa pages.	
2、护照资料页及延期页 (如有) 复印件。 Photocopy of the information page and extension page (if applicable) of the passport.	
3、填写完整的《中华人民共和国签证申请表》一份, 并附本人正面免冠、浅色背景的彩色护照近照一张 (尺寸 48mmx33mm, 请粘贴在《签证申请表》上)。 One fully completed Visa Application Form with a recently-taken color passport photo (full face, front view, and bare head, against a light background, size 48mmx33mm) attached.	
4、中国境内贸易合作方出具的商务活动文件、经贸交易会请柬等邀请函件。该邀请函须包含以下内容: (1) 被邀请人个人信息: 姓名、性别、出生日期、护照号码等; (2) 被邀请人来华信息: 来华目的、抵离日期、逗留地点、与邀请单位或邀请人关系、在华期间费用来源等; (3) 邀请单位或邀请人信息: 邀请单位名称或邀请人姓名、联系电话、地址、邀请单位印章、邀请单位法定代表或邀请人签字等。 近两年来两次以上获得 M 字签证 (或 2013 年 9 月 1 日前因商贸目的获得 F 字签证) 或持有在华投资证明、营业执照等文件的申请人, 可申请半年多次或一年多次 M 字签证, 但须提供上述签证或有关文件复印件。 邀请函可以是传真件、复印件或打印件, 但领事官员可能要求申请人提供邀请函原件。中国境内个人出具邀请函需提供个人身份证件复印件 (正反两面)。 Documents concerning commercial activity issued by a trade partner in China, or trade fair invitation, etc. The invitation letter should contain: a) Information of the applicant (incl. full name, gender, date of birth, passport number, etc.); b) Details of the planned visit (incl. purpose of visit, arrival and departure dates, place(s) to be visited, relationship between the applicant and the inviting party, details of any financial support to be provided during the stay in China); c) Information of the inviting party (incl. name, contact telephone number, address, official stamp, signature of the legal representative or individual). The invitation letter may be in the form of fax, photocopy or computer printout, but the consular officer may require the applicant to submit the original of the invitation letter. An issuer of invitation letter who is an individual in China should also provide a photocopy of his/her Chinese ID (both sides of ID Card). Applicants who have obtained M-visas more than twice over the previous two years (or obtained an F-visa before September 1, 2013 for the purpose of commercial and trade activities) or have a certificate of investments in China, a business license or other documents, may apply for a multiple-entry M-visa valid for half a year or one year, but the applicants must provide photocopies of the aforementioned visas or relevant documents.	
非南非籍公民申请签证, 还须提供: For citizens of other countries, the following supplementary document are required:	
有效期不少于半年的在南非居留、工作或学习许可等正本及复印件。 The original and copy of residence, work or study permit in South Africa with at least six months of remaining validity.	

必要时, 领事官员可根据情况要求申请人提供其他证明文件或补充材料, 或要求与申请人面谈。领事官员根据申请人的具体情况决定是否颁发签证及签证的有效期、停留期限和入境次数。

If necessary, the consular officer may require the applicant to provide other proof documents or supplementary materials, or require an interview with the applicant. The consular officer will decide on whether or not to issue the visa and on its validity, duration of stay and number of entries in light of specific conditions of the applicant.

## 旅游签证 (L 字签证) 申请材料清单 Checklist for Tourist Visa (L-Visa) Application

旅游签证 (L 字签证) 发给赴中国旅游、访友的外国公民。  
Tourist visa (L-visa) is issued to those who intend to go to China as a tourist.

**\*请按清单顺序准备签证申请材料, 打印该清单并附在申请材料首页。**

Please provide the following documents and gather your documents in the order of the checklist.

The checklist should be printed and included in your application as the cover page.

	领事官员专用栏 For official use only
1、申请人的有效护照, 护照必须在行程前至少 6 个月有效, 且至少有 2 张空白签证页。 Original passport valid for at least 6 months from the date of application, with 2 or more blank visa pages.	
2、护照资料页及延期页 (如有) 复印件。 Photocopy of the information page and extension page (if applicable) of the passport.	
3、填写完整的《中华人民共和国签证申请表》一份, 并附本人正面免冠、浅色背景的彩色护照近照一张 (尺寸 48mmx33mm, 请粘贴在《签证申请表》上)。 One fully completed Visa Application Form with a recently-taken color passport photo (full face, front view, and bare head, against a light background, size 48mmx33mm) attached.	
4、往返机票订单和酒店订单等行程材料, 或中国境内单位或者个人出具的旅游邀请函。该邀请函须包含以下内容: (1) 被邀请人个人信息: 姓名、性别、出生日期、护照号码等; (2) 被邀请人行程安排信息: 抵离日期、旅游地点、食宿安排等; (3) 邀请单位或邀请人信息: 邀请单位名称或邀请人姓名、联系电话、地址、邀请单位印章、邀请单位法定代表或邀请人签字等。 邀请函可以是传真件、复印件或打印件, 但领事官员可能要求申请人提供邀请函原件。中国境内个人出具邀请函需提供个人身份证件复印件 (正反两面)。 Documents showing the itinerary including air ticket booking record (round trip) and proof of a hotel reservation, etc. <b>OR</b> An Invitation Letter for Tourist issued by a relevant unit or individual in China. The invitation letter should contain: a) Information of the applicant (incl. full name, gender, date of birth, passport number, etc.); b) Details of the planned visit (incl. arrival and departure dates, place(s) to be visited, accommodation arrangements, etc.); c) Information of the inviting party (incl. name of organization or person concerned, contact telephone number, address, official stamp of the organization, signature of the legal representative or individual). The invitation letter may be in the form of fax, photocopy or computer printout, but the consular officer may require the applicant to submit the original of the invitation letter. An issuer of invitation letter who is an individual in China should also provide a photocopy of his/her Chinese ID ( both sides of ID Card).	
<b>非南非籍公民申请签证, 还须提供:</b> For citizens of other countries, the following supplementary document are required: 有效期不少于半年的在南非居留、工作或学习许可等正本及复印件。 The original and copy of residence, work or study permit in South Africa with at least six months of remaining validity.	
<b>18 周岁以下的申请人, 还须提供:</b> For applicant under 18 years old, the following supplementary documents are required:	
1、出生证原件及复印件或父母在当地警察局开具的亲属关系宣誓书。 The original and photocopy of the unabridged birth certificate of the applicant. <b>OR</b> The Affidavit from the parents indicating kinship issued by local police station.	
2、父母护照或身份证复印件。 Photocopy of the parents' passports or ID cards.	
3、经当地公证处公证的未随同父母出具的同意其旅行的父母同意函, 该函应包含申请人旅行日期及其父母的联系方式等信息。 Notarized Parental Letter of Consent or the Affidavit from non-accompanying parent(s) authorizing the travel. This letter or affidavit should contain the dates of travel and the parents contact information.	

必要时, 领事官员可根据情况要求申请人提供其他证明文件或补充材料, 或要求与申请人面谈。领事官员根据申请人的具体情况决定是否颁发签证及签证的有效期、停留期限和入境次数。

If necessary, the consular officer may require the applicant to provide other proof documents or supplementary materials, or require an interview with the applicant. The consular officer will decide on whether or not to issue the visa and on its validity, duration of stay and number of entries in light of specific conditions of the applicant.

# 中华人民共和国签证申请表

*Visa Application Form of the People's Republic of China*  
(For the Mainland of China only)

申请人必须如实、完整、清楚地填写本表格。请逐项在空白处用中文或英文大写字母打印填写，或在□内打√选择。如有关项目不适用，请写“无”。  
The applicant should fill in this form truthfully, completely and clearly. Please type the answer in capital English letters in the space provided or tick (√) the relevant box to select. If some of the items do not apply, please type N/A or None.

## 一、个人信息 Part 1: Personal Information

1.1 英文姓名 Full English name as in passport	姓 Last name	粘贴一张近期正面免冠、浅色背景的色彩护照照片。 <b>照片/Photo</b> Affix one recent color passport photo (full face, front view, bareheaded and against a plain light colored background).
	中间名 Middle name	
	名 First name	
1.2 中文姓名 Name in Chinese	1.3 别名或曾用名 Other name(s)	
1.4 性别 Sex <input type="checkbox"/> 男 M <input type="checkbox"/> 女 F	1.5 出生日期 DOB(yyyy-mm-dd)	
1.6 现有国籍 Current nationality(ies)	1.7 曾有国籍 Former nationality(ies)	
1.8 出生地点(市、省/州、国) Place of birth(city, province/state, country)		
1.9 身份证/公民证号码 Local ID/ Citizenship number		
1.10 护照/旅行证件种类 Passport/Travel document type	<input type="checkbox"/> 外交 Diplomatic <input type="checkbox"/> 公务、官员 Service or Official <input type="checkbox"/> 普通 Ordinary <input type="checkbox"/> 其他证件(请说明) Other (Please specify):	
1.11 护照号码 Passport number	1.12 签发日期 Date of issue(yyyy-mm-dd)	
1.13 签发地点 Place of issue	1.14 失效日期 Date of expiry(yyyy-mm-dd)	
1.15 当前职业 (可选多项) Current occupation(s)	<input type="checkbox"/> 商人 Businessperson <input type="checkbox"/> 公司职员 Company employee <input type="checkbox"/> 演艺人员 Entertainer <input type="checkbox"/> 工人/农民 Industrial/Agricultural worker <input type="checkbox"/> 学生 Student <input type="checkbox"/> 乘务人员 Crew member <input type="checkbox"/> 自雇 Self-employed <input type="checkbox"/> 无业 Unemployed <input type="checkbox"/> 退休 Retired  <input type="checkbox"/> 其他(请说明) Other (Please specify):	
1.16 受教育程度 Education	<input type="checkbox"/> 前/现任议员 Former/incumbent member of parliament 职位 Position _____ <input type="checkbox"/> 前/现任政府官员 Former/incumbent government official 职位 Position _____ <input type="checkbox"/> 军人 Military personnel 职位 Position _____ <input type="checkbox"/> 非政府组织人员 NGO staff <input type="checkbox"/> 宗教人士 Religious personnel <input type="checkbox"/> 新闻从业人员 Staff of media	
1.17 工作单位/学校 Employer/School	<input type="checkbox"/> 研究生 Postgraduate <input type="checkbox"/> 其他(请说明) Other (Please specify):	<input type="checkbox"/> 大学 College
1.17 工作单位/学校 Employer/School	名称 Name	联系电话 Phone number
	地址 Address	邮政编码 Zip Code

<b>1.18 家庭住址</b> Home address		<b>1.19 邮政编码</b> Zip Code		
<b>1.20 电话/手机</b> Home/mobile phone number		<b>1.21 电子邮箱</b> E-mail address		
<b>1.22 婚姻状况 Marital status</b> <input type="checkbox"/> 已婚 Married <input type="checkbox"/> 单身 Single <input type="checkbox"/> 其他 Other(Please specify):				
<b>1.23 主要家庭成员</b> (配偶、子女、父母等,可另纸) Major family members (spouse, children, parents, et c., may type on separate paper)	姓名 Name	国籍 Nationality	职业 Occupation	关系 Relationship
<b>1.24 紧急联络人信息</b> Emergency Contact	姓名 Name		手机 Mobile phone number	
	与申请人的关系 Relationship with the applicant			
<b>1.25 申请人申请签证时所在的国家或地区 Country or territory where the applicant is located when applying for this visa</b>				

## 二、旅行信息 Part 2: Travel Information

<b>2.1 申请入境事由 Major purpose of your visit</b>	<input type="checkbox"/> 官方访问 Official Visit	<input type="checkbox"/> 常驻外交、领事、国际组织人员 As resident diplomat, consul or staff of international organization <input type="checkbox"/> 永久居留 As permanent resident <input type="checkbox"/> 工作 Work <input type="checkbox"/> 寄养 As child in foster care
	<input type="checkbox"/> 旅游 Tourism	
	<input type="checkbox"/> 交流、考察、访问 Non-business visit	
	<input type="checkbox"/> 商业贸易 Business & Trade	
	<input type="checkbox"/> 人才引进 As introduced talent	
	<input type="checkbox"/> 执行乘务 As crew member	
	<input type="checkbox"/> 过境 Transit	
<input type="checkbox"/> 短期探望中国公民或者具有中国永久居留资格的外国人 Short-term visit to Chinese citizen or foreigner with Chinese permanent residence status	<input type="checkbox"/> 与中国公民或者具有中国永久居留资格的外国人家庭团聚居留超过 180 日 Family reunion for over 180 days with Chinese citizen or foreigner with Chinese permanent residence status	
<input type="checkbox"/> 短期探望因工作、学习等事由在中国停留居留的外国人 Short-term visit to foreigner residing in China due to work, study or other reasons	<input type="checkbox"/> 长期探望因工作、学习等事由在中国居留的外国人 As accompanying family member of foreigner residing in China due to work, study or other reasons	
<input type="checkbox"/> 短期学习 Short-term study for less than 180 days	<input type="checkbox"/> 长期学习 Long-term study for over 180 days	
<input type="checkbox"/> 短期采访报道 As journalist for temporary news coverage	<input type="checkbox"/> 外国常驻中国新闻机构记者 As resident journalist	
<input type="checkbox"/> 其他(请说明)Other (Please specify):		
<b>2.2 计划入境次数 Intended number of entries</b>	<input type="checkbox"/> 一次(自签发之日起 3 个月有效) One entry valid for 3 months from the date of issue	
	<input type="checkbox"/> 二次(自签发之日起 3-6 个月有效) Two entries valid for 3 to 6 months from the date of issue	
	<input type="checkbox"/> 半年多次(自签发之日起 6 个月有效) Multiple entries valid for 6 months from the date of issue	
	<input type="checkbox"/> 一年多次(自签发之日起 1 年有效) Multiple entries valid for 1 year from the date of issue	
	<input type="checkbox"/> 其他(请说明) Other (Please specify):	
<b>2.3 是否申请加急服务 Are you applying for express service?</b> 注: 加急服务须经领事官员批准, 将加收费用。Note: Express service needs approval of consular officials, and extra fees may apply.		<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
<b>2.4 本次行程预计首次抵达中国的日期</b> Expected date of your first entry into China on this trip (yyyy-mm-dd)		

<b>2.5 预计行程中单次在华停留的最长天数 Longest intended stay in China among all entries</b>		<b>Days</b>
<b>2.6 在中国境内行程（按时间顺序，可附另纸填写） Itinerary in China (in time sequence, may type on separate paper)</b>	日期 <b>Date</b>	详细地址 <b>Detailed address</b>
<b>2.7 谁将承担在中国期间的费用？ Who will pay for your travel and expenses during your stay in China?</b>		
<b>2.8 中国境内邀请单位或个人信息 Information of inviter in China</b>	姓名或名称 <b>Name</b>	
	地址 <b>Address</b>	
	联系电话 <b>Phone number</b>	
	与申请人关系 <b>Relationship with the applicant</b>	
<b>2.9 是否曾经获得过中国签证？如有，请说明最近一次获得中国签证的时间和地点。 Have you ever been granted a Chinese visa? If applicable, please specify the date and place of the last time you were granted the visa.</b>		
<b>2.10 过去 12 个月中访问的其他国家或地区 Other countries or territories you visited in the last 12 months</b>		

### 三、其他事项 **Part 3: Other Information**

<b>3.1 是否曾在中国超过签证或居留许可允许的期限停留？ Have you ever overstayed your visa or residence permit in China?</b>	<input type="checkbox"/> 是 <b>Yes</b> <input type="checkbox"/> 否 <b>No</b>
<b>3.2 是否曾经被拒绝签发中国签证, 或被拒绝进入中国？ Have you ever been refused a visa for China, or been refused entry into China?</b>	<input type="checkbox"/> 是 <b>Yes</b> <input type="checkbox"/> 否 <b>No</b>
<b>3.3 是否在中国或其他国家有犯罪记录？ Do you have any criminal record in China or any other country?</b>	<input type="checkbox"/> 是 <b>Yes</b> <input type="checkbox"/> 否 <b>No</b>
<b>3.4 是否具有以下任一种情形 Are you experiencing any of the following conditions?</b> ①严重精神障碍 <b>Serious mental disorder</b> ②传染性肺结核病 <b>Infectious pulmonary tuberculosis</b> ③可能危害公共卫生的其他传染病 <b>Other infectious disease of public health hazards</b>	<input type="checkbox"/> 是 <b>Yes</b> <input type="checkbox"/> 否 <b>No</b>
<b>3.5 近 30 日内是否前往过流行性疾病传染的国家或地区？ Did you visit countries or territories affected by infectious diseases in the last 30 days?</b>	<input type="checkbox"/> 是 <b>Yes</b> <input type="checkbox"/> 否 <b>No</b>
<b>3.6 如果对 3.1 到 3.5 的任何一个问题选择“是”，请在下面详细说明。 If you select Yes to any questions from 3.1 to 3.5, please give details below.</b>	

3.7 如果有本表未涉及而需专门陈述的其他与签证申请相关的事项，请在此或另纸说明。

**If you have more information about your visa application other than the above to declare, please give details below or type on a separate paper.**

3.8 如申请人护照中的偕行人与申请人一同旅行，请将偕行人照片粘贴在下面并填写偕行人信息。**If someone else travels and shares the same passport with the applicant, please affix their photos and give their information below.**

偕行人信息 <i>Information</i>	偕行人 1 <b>Person 1</b>  粘贴照片于此 <i>Affix Photo here</i>	偕行人 2 <b>Person 2</b>  粘贴照片于此 <i>Affix Photo here</i>	偕行人 3 <b>Person 3</b>  粘贴照片于此 <i>Affix Photo here</i>
姓名 <b>Full name</b>			
性别 <b>Sex</b>			
生日 <b>DOB(yyyy-mm-dd)</b>			

#### 四、声明及签名 **Part 4: Declaration & Signature**

4.1 我声明，我已阅读并理解此表所有内容要求，并愿就所填报信息和申请材料的真实性承担一切法律后果。

**I hereby declare that I have read and understood all the questions in this application and shall bear all the legal consequences for the authenticity of the information and materials I provided.**

4.2 我理解，能否获得签证、获得何种签证、入境次数以及有效期、停留期等将由领事官员决定，任何不实、误导或填写不完整均可能导致签证申请被拒绝或被拒绝进入中国。

**I understand that whether to issue a visa, type of visa, number of entries, validity and duration of each stay will be determined by consular official, and that any false, misleading or incomplete statement may result in the refusal of a visa for or denial of entry into China.**

4.3 我理解，根据中国法律，申请人即使持有中国签证仍有可能被拒绝入境。

**I understand that, according to Chinese law, applicant may be refused entry into China even if a visa is granted.**

➡ 申请人签名

**Applicant's signature:** .....

日期

**Date (yyyy-mm-dd):** .....

注：未满 18 周岁的未成年人须由父母或监护人代签。**Note: The parent or guardian shall sign on behalf of a minor under 18 years of age.**

#### 五、他人代填申请表时填写以下内容 **Part 5: If the application form is completed by another person on the applicant's behalf, please fill out the information of the one who completes the form**

5.1 姓名 <b>Name</b>		5.2 与申请人关系 <b>Relationship with the applicant</b>	
5.3 地址 <b>Address</b>		5.4 电话 <b>Phone number</b>	
<b>5.5 声明 Declaration</b> 我声明本人是根据申请人要求而协助填表，证明申请人理解并确认表中所填写内容准确无误。 <b>I declare that I have assisted in the completion of this form at the request of the applicant and that the applicant understands and agrees that the information provided is true and correct.</b>			
代填人签名/Signature: .....		日期/Date (yyyy-mm-dd): .....	