



## Applying for a visa notification form through CBBC

### You will need to supply

- A completed application form.
- Scanned copy of the main page within the applicants passport
- UK residence certification letter if nationality is not British (excluding EU citizens)  
<http://www.justlanded.com/english/UK/Tools/Just-Landed-Guide/Visas-Permits/Residence-Permits>

*For multi entries please also include:*

- Copies of previous business visas covering 3 entries into China in the past 12 months for a six month multi entry.
- Copies of previous business visas covering 6 entries into China in the past 12 months for a one year multi entry.

**Note:** Multi entries will not be issued without the above.

### Processing times

- Single and double entry visa notification forms take around 3 working days to be processed, these are returned to the client via email.
- Multi entry visa notification forms take between 5-7 working days to be processed as the original letter needs to be couriered back to the client by DHL.

### Fees

#### 1. Members

- Single - £25
- Double - £50
- Multi entry - £120

#### 2. Non Members

- Single - £40
- Double - £65
- Multi entry - £170

## Request form

### PASSPORT DETAILS

Full name:	
Position:	
Company:	
Nationality:	
Date of Birth:	
Passport number:	
Date of expiry*:	
Intended date of entry to China:	

**Please send all documents listed below along with your application:**

- Copy of the main page in passport
- UK residence certification letter if nationality is not British  
<http://www.justlanded.com/english/UK/Tools/Just-Landed-Guide/Visas-Permits/Residence-Permits>

**For multi entries please also include:**

- Copies of previous business visas covering 3 entries into China in the past 12 months for a six month multi entry.
- Copies of previous business visas covering 6 entries into China in the past 12 months for a one year multi entry.

**Please note:**

- In order to obtain a visa for China your passport must be valid for at least six months from the planned date of entry.
- Single and double entry visa notification forms take around 3 working days to be processed and Multi entry visa notification forms take between 5-7 working days. (This is subject to change)

### COST

**CBBC Member:**

Single-entry (£25)       Double-entry (£50)       Multi-entry (£120)

**Non Member:**

Single-entry (£40)       Double-entry (£65)       Multi-entry (£170)

(One name per letter) and payment must be made in advance.

### PAYMENT DETAILS

I would like to pay £..... by       MasterCard       Visa       Switch\*

Card no:

Card expiry date     Security Code    \*Switch issue no

Signature .....

Date .....

*Cardholders may also pay by phone - please call 020 7802 2000 and ask for the Accounts Department*

Cardholder's name: .....

Company Name: .....

Address: .....

.....

Tel: ..... Fax: ..... E-mail: .....

**Please return this form and the supporting documents to Kerrie Dyer: e-mail [Kerrie.dyer@cbbc.org](mailto:Kerrie.dyer@cbbc.org)  
If you have an enquiry, please phone 020 7802 2000**

**Applying for a business visa – You will need**

- Original passport valid for at least 6 months from the date of application and with sufficient blank pages.
- Letter of invitation from a Chinese company or institution in China or a Visa notification form issued by an authorized unit in China
- Completed visa application form with a recently-taken passport photo; all the items on the application form should be completed neatly with genuine information; if the applicant has a Chinese name, the Chinese name should be filled in; false or incomplete information and illegible characters may lead to refusal of a visa.
- An applicant holding a passport other than UK passport should provide the original and a copy of his or her permanent residence or work permit which should be valid for at least half a year (except for those who are visa or permit exempt for residing or working in the UK).

**Application procedure:**

- Submit application to the Chinese Visa Application Service Centre (CVASC). For detailed information on CVASC, please visit [www.visaforchina.org.uk](http://www.visaforchina.org.uk) CVASC accepts postal application.
- Make an [on-line appointment](#) (please click) in advance to submit application to the Chinese Embassy. The Embassy doesn't accept postal application. If you are not able to book an appointment with the Embassy successfully, please submit your application to the Chinese Visa Application Service Centre.

**Processing time:**

- Express 3 working day service (This is the fastest service available)
- Standard 4 Working day service

**Please note:**

- Consular officers may request an applicant to provide additional supporting documents. The applicant should provide this as soon as possible.
- Whether a visa is to be issued or not, and what type of visa to be issued shall be decided by Consular officers in the light of China's relevant laws and regulations. Application may be refused without detailed explanation.
- The applicant should check all the information of the issued visa upon collection and if necessary raise queries at the same time. If there is no immediate query relating to the issued visa, the applicant is held responsible under any circumstances thereafter.
- Please be advised to apply for a visa about one month in advance of the intended date of entry into China. The applicant is held responsible for any consequences resulting from the failure to submit visa application at an appropriate time, which may lead to either the issued visa becoming expired or it would be too late to get a visa before the intended entry date.
- Consular officers decide on the visa's period of validity, duration of stay and number of entry in the light of China's laws and regulations.

**Fees:**

- Fees should be paid on collection.
- Chinese Visa Application Service Centre accepts cash or debit card for payment. The Embassy accepts cash only.

For further details on the fees please visit the embassy's website.

<http://uk.china-embassy.org/eng/lsw/chivisa/aa/t514392.htm>

***Important notice:***

*CBBC will use our best efforts to process your visa invitation letters as soon as possible. However, CBBC accepts no responsibility for any delays in Visa processing caused by the Chinese Embassy or any other governmental organisation participating in the visa process. CBBC has no influence on your application to the Chinese Embassy or other agency for a Visa to travel to China and cannot be held responsible for the outcome of you Visa application.*