

Dear Traveller,

Thank you for selecting CIBT to handle your visa application. Here is your CIBT Application Pack. It contains:

- A summary of the travel documents you requested
- Step-by-step instructions for the personal documents you need to provide and the application forms you need to fill out
- Guidelines and other important information

Make sure you get the travel documents you need in time for your trip and complete your application today. To complete your visa application you will need to:

Print, fill out and sign the forms. Use the instructions in the CIBT Application Pack as a guide to help you gather your personal documents and fill out the forms.

Send the completed forms and documents to CIBT. Once you have gathered your personal documents and completed the forms, make a copy for your records and submit the originals to the CIBT location listed in the CIBT Application Pack. We will begin processing your order as soon as we receive it. CIBT will email you a summary of your order and will contact you if additional information is required.

If you have question's our travel visa and passport specialists are available by email info@uk.cibt.com or call 0207 802 1053.

CIBT is committed to processing your order quickly, securely and as easily for you as possible. We appreciate your business and look forward to working with you.

Sincerely,

Marc Chambers,
CIBT Customer Care
uk.cibt.com

You Have Requested:

Requirements for: China
Type of visa: Business, Multiple Entry, One Year Validity
Traveller nationality: United Kingdom
Account Code: DAWSTYNE
Information valid as of: Thursday, April 05, 2012

You Need To Provide:



Passport

The applicant's actual passport. The passport must:

- Have at least two blank visa pages
- Be valid for six months beyond the expiry date of the visa



Photographs

One passport sized colour photograph. The photograph must:

- Have a white background
- Be taken within the last six months



Letter of Invitation

A letter of invitation is required. One of the two following documents must be provided.

A letter of invitation from the company to be visited in China. A copy is acceptable. This letter must:

- Be on company letterhead paper
- Include the full address of the inviting party
- Include the fax and phone number of the inviting company
- State the applicant's full name exactly as it appears on their passport
- State the applicant's passport number
- Include the dates, length of stay and number of entries required
- Specify the purpose of the visit
- Bear the seal and signature of the inviting unit
- Be issued within the last six months
- Be supplied in the original for those of Turkish origin

A letter of invitation from the Chinese Foreign Ministry. A copy is acceptable. This letter must:

- Be issued by a Duly Authorised Unit
- Bear the seal and signature of the inviting unit
- Be issued within the last six months
- Be supplied in the original for those of Turkish origin

Applicants who supply a Confirmation Letter of Invitation from the Chinese Government must also supply a letter of invitation from the company to be visited in China



CIBT Order Confirmation

For orders placed on the CIBT website, a copy of the Online Order Confirmation which is sent to you via email, must be submitted.

For all other orders, and where applicable, a completed Manual Order Form should be submitted.

You Need To Fill Out:



Visa Application Form

One fully completed and signed application form

- Handwritten forms must be completed in block capitals and black ink only
- The application form must be printed on separate sheets of paper



Declaration Form

One fully completed and signed Declaration Form. This form must:

- Be completed only by same day visa applicants
- Be completed in black ink only
- Be signed in the original

This May Pertain To You:



Applicants born in Hong Kong (SAR) or China

First time China Visa applicants born in Hong Kong or China or those who have previously held Chinese nationality need to supply their former Chinese Passport and/or Identity Card plus one copy. Applicants applying for a China Visa for the second or subsequent time must supply their current or former passport with Chinese Visa

Applicants who have never held a Hong Kong ID card must supply a cover letter stating this and explaining the reason why. A copy is acceptable.

Same Day Service

Same day service applicants must:

- Ensure complete applications are received at CIBT before 5pm the day prior to lodging. Due to limited availability, the same day service cannot be guaranteed.
- Hold an original UK residence permit in a passport they can supply or an original UK residency card valid at least six months on visa submission
- Ensure the visa application form is free of correction fluid
- Be employed by a company that has no connections to the media industry

Multiple Entry Applicants

Same day visa applicants requiring a one year multiple entry must:

- Provide an original passport showing a previous six month or one year multiple entry visa

Same day visa applicants requiring a six month multiple entry must:

- Provide an original passport showing two previous double or one six month multiple entry visa(s)

Travel Resources:**Immunisation**

Many countries require travellers to show proof of International Certificates of Vaccination for various diseases when entering or exiting their country. To determine whether or not you will require vaccinations for your travel itinerary, please contact your local physician and/or consult fitfortravel.nhs.uk/destinations.aspx.

**Travel Warning**

The Foreign and Commonwealth Office has the latest information on Travel Warnings, Public Announcements, and Consular Information Sheets for all countries of the world at fco.gov.uk/.

Processing Fees:**China Business**

Same Day

Consular Fee	£250.00
CIBT Fee	£380.00

3 Working Days

Consular Fee	£235.00
CIBT Fee	£60.00

4 Working Days

Consular Fee	£210.00
CIBT Fee	£30.00

Consular fees and CIBT fees are charged per traveller. The total price of your order will depend on the services you select, the number of travellers and the number of business days we have to process your order starting with the day we receive all your completed forms and information. CIBT fees are per application and are exclusive of VAT, Consular fees and third party fees. A 3.5% payment processing fee is applied to orders paid by credit card.

Despatch and Delivery Method:**To CIBT**

CIBT recommends that items be sent to us via Royal Mail Special Delivery or other secure and traceable delivery service. CIBT is open from 7:00 am to 6:00 pm to receive completed applications.

Need an extra hour to submit your application? Choose Priority 6 Service and you can submit your application to CIBT between 6:00 pm and 7:00 pm. A CIBT travel visa and passport specialist will assess your Priority 6 application immediately to ensure that your documents meet the requirements to be submitted the next morning if the embassy procedures and opening hours permit. Complete the Priority 6 Service form and attach it to the outside of your application package.

From CIBT

CIBT will despatch your documents by Secure Mail unless you have selected another method. A fee of £7.95+VAT will be charged for next day delivery by 1:00 pm. Additional charges will apply for international shipping, weekend, same day, and after hours delivery. For a list of Despatch and Delivery Fees please refer to <http://www.uk.cibt.com/service-fees.php>.

CIBT Customer Care:

CIBT Customer Care specialists are available to assist you with your application or questions on your order. Contact CIBT by email at info@uk.cibt.com or call 0207 802 1053. You should receive a response to your emailed questions within 1 hour during normal business hours although complex or unusual enquiries may take longer.

You Need To Send To CIBT:

Submit your completed visa application documents and forms using one of these delivery options.



Royal Mail Special Delivery

Drop in Person or by Courier

Same Day Submission

Available for select countries, fees apply

CIBT - Urgent
PO BOX 61744
London
SW1V 1US

Next Day Submission

CIBT
PO BOX 61745
London
SW1V 1UT

Hours: 7:00am - 6:00pm

CIBT
Parnell House
25 Wilton Road
London
SW1V 1LW

You need to include these items with your China Business application:

- Passport
- Photographs
- Letter of Invitation
- CIBT Order Confirmation
- Visa Application Form
- Declaration Form

CIBT is committed to processing your order quickly, securely and as easily for you as possible.

Declaration

I accept that I should read and, fully understand the Terms & Conditions shown on the website www.visaforchina.org.uk of Chinese Visa Services Limited (Hereafter referred as the Centre), before signing this declaration I am aware that if I do not understand any of the Terms and Conditions, I can ask any counter staff at the Centre, telephone [0207 842 0960]or email [ukcentre@visaforchina.org]

I am fully aware that the Centre has no involvement in the visa assessment and decision- making process. Whether a visa is to be issued or not , and what type of visa to be issued as well as its period of validity, number of entries and duration of stay shall be wholly up to the discretionary decision of the Chinese Embassy or the Consulate General and I will fully accept any decision made by the Chinese Embassy or the Consulate General.

I agree to pay the service fee, which is non-refundable, to the Centre according to its published tariff, regardless of whether my visa is granted or not by the Chinese Embassy or the Consulate General.

I am aware that I might have to provide additional supporting documentation or come to the Chinese Embassy or the Consulate General for an interview for the Visa Application purpose according to their request.

I understand that I could apply for the Visa about one month in advance of my entry into China. No application more than 3 months before my entry into China is allowed. I accept that if I wrongly apply more than three months before my entry the visa may expire too soon and be invalid on my date of travel.

I am fully aware that a Chinese visa is valid from the date of issue, not from the “Date of your first entry” as shown in the Application Form.

I agree that I will carefully check all the information on the Visa when I collect my passport. I am aware that any queries about the Visa should be addressed to the counter staff immediately.

I understand that if I apply by post, or request return delivery by post of my processed application, the Centre shall not be responsible or liable for any delay, delivery to a wrong address, or damage to or loss of the documents as a result of the negligence of any mail service or company.

I agree that the Centre shall not be responsible or liable for any consequences as shown below:

- a) The visa becoming invalid and cannot therefore be used as a result of my own fault or any act by a third party acting on my behalf; or,
- b) In the event that I am refused to board an aircraft or to enter China due to my failure to check all the information printed on my Visa; or,
- c) My Visa can't be used due to any other reasons of my own doing.
- d) In the event that I am refused to board an aircraft or to enter China due to reasonable denial made by the authority concerned or an immigration officer.

Printed Name (in capital) :

Signature:

Date (YYYY-MM-DD):

Instruction to Visa Application Form (Form V.2011A) of the People's Republic of China

- The free Adobe Acrobat Reader 6.0 or later is required to open and fill in this Application Form
- Please fill in the Application form truly and completely.

Section 1

- 1.1 Please fill in your name as in your passport and separate your first name and last name.
- 1.2 Please select your sex.
- 1.3 Please fill in your Chinese name, if applicable.
- 1.4 Please fill in your other Chinese name or foreign maiden, religious, professional, aliases names if applicable.
- 1.5 Please fill in your name in your own language.
- 1.6 Please fill in your current nationality as in your passport.
- 1.7 Please fill in your former nationality if applicable.
- 1.8 Please fill in your other nationality/nationalities if applicable.
- 1.9 Please fill in the date of your birth as in your passport.
- 1.10 Please fill in the name of your birth place (City, Province/State and country).
- 1.11 Please fill in your local identity card number if applicable.
- 1.12 Please select your marital status.
- 1.13 Please select your current occupation(s). If your occupation(s) are not listed, please specify.
- 1.14 Please select the type of your passport with which you are applying for the visa. If you use travel document other than a passport, please specify.
- 1.15 Please fill in the number of the passport with which you are applying for the visa.
- 1.16 Please fill in the date of issue of your passport.
- 1.17 Please fill the name of place (City, Province/State and country) of issue of your passport.
- 1.18 Please fill in the expiration date of your passport.
- 1.19 Please select whether you need express or rush service

Section 2

- 2.1 Please select the purposes of your visit(s) to China. If your purpose(s) to China are not listed, please specify.
- 2.2 Please select the number of entry of your visit(s) to China with the visa. Visa normally comes into valid from the date of application.
- 2.3 Please fill in the date of your first entry.
- 2.4 Please fill in your longest intended stay among all entries of your intended visits in China.
- 2.5 Please fill in information of your residence(s) and phone number(s) during the visit in China in a time sequence.
- 2.6 Please fill in who will pay for your cost of travelling and living during your stay in China.
- 2.7 Please answer whether you have medical insurance covering your visit in China. If "Yes", please fill out the name of the medical insurance company and your account number.
- 2.8 Please fill in the name, address and phone number of your inviter or contact unit in China.
- 2.9 Please fill in the name, address and phone number of your relative, friend or contact person in China.

Section 3

- 3.1 Please fill in your current detailed home mailing address.
- 3.2 Please fill in your home phone number.
- 3.3 Please fill in your mobile phone number.
- 3.4 Please fill in your email address.
- 3.5 Please fill in the name, mailing address and phone number of your current employer or school.
- 3.6 Please fill in the information of your major family members, including your spouse, children and parents.
- 3.7 Please fill in your contact person in case of emergency. 3.8 Please fill in your contact person's phone number.

Section 4

- 4.1 If you have ever visited China before, please select "Yes" and specify date, places and purpose of the recent visit.
- 4.2 If you have ever visited other countries or territories in the last 12 months, please specify date, name of countries or territories and purpose of the visits.
- 4.3 If you have ever overstayed your visa or residence permit in China, please select "Yes". Otherwise, please select "No".
- 4.4 If you have ever been refused a visa for China, or been refused entry into China, please select "Yes". Otherwise, please select "No".
- 4.5 If you have any criminal record in China or any other country, please select "Yes". Otherwise, please select "No".
- 4.6 If you are affiliated with any of the following diseases, please select "Yes". Otherwise, please select "No".
- 4.7 If you visited countries or territories infected by infectious diseases in the last 30 days, please select "Yes". Otherwise, please select "No".
- 4.8 If you select "Yes" to any questions from 4.3-4.7, please give details below.

Section 5

- 5.1 If you are seeking to work or study in China, or if someone else travelling with you shares the same passport with you, or if you are making this visa application in a country or territory other than the country of your nationality, please fill out the Supplementary Visa Application Form(Form V.2011B) and submit with this application form.
- 5.2 If you have more information about your visa application other than the above to declare, please give details below.

Section 6

- 6.1 Please read closely and understand all the questions on this application form, and be fully responsible for the answers and the photo, which are true and correct.
- 6.2 Please confirm to understand that whether to issue a visa, type of visa, numbers of entries, validity and duration of each stay will be decided by consular officers, and any false, misleading or incomplete statement may result in the refusal of a visa for or denial of entry into China.
Please sign to agree and fill in the date. Please note: ALL applicants MUST sign except the minor less than 18 years whose parent or guardian may sign on behalf of him or her.

Section 7

If this application form is completed by another person on the applicant's behalf, please have that person complete this section.

- 7.1 Please fill in the name of that person who completed this application form.
- 7.2 Please fill in the relationship to the applicant of that person who completes this application form.
- 7.3 Please fill in the address of that person who completes this application form.
- 7.4 Please fill in the phone number of that person who completes this application form.
- 7.5 Please fill in the type of ID document of that person who completes this application form.
- 7.6 Please fill in the number of ID document of that person who completes this application form.
- 7.7 Please confirm that the person who completes this application form has assisted in the completion of this form at the request of the applicant and the applicant understands and agrees that the information provided is correct. Please confirm the signature of that person who completes this application form and fill in the date.

中华人民共和国签证申请表

Visa Application Form of the People's Republic of China

申请人必须如实、完整地填写本表格。请逐项在空白处用中文或英文大写字母打印填写，或在□打×选择。如有更多需要声明事项，请附另纸说明。Applicant should fill out this form truly and completely. Please type your answer in capital English letters in the space provided or cross the appropriate box to select. If there is more information to declare, please type on a separate sheet.

如申请到中国工作、留学，或与护照偕行人同行，或不在国籍国申请签证，你还需填写签证申请表附表(Form V.2011B)。If you are applying to work or study in China, or if someone else travelling with you shares the same passport, or if you are applying for a visa in a country or territory other than the country of your current nationality, you should fill out the Supplementary Visa Application Form(Form V.2011B).

一、个人信息 Section 1: Personal information

1.1 英文姓名 Full English name as in passport	姓 Surname :	1.2 性别 Sex	<input type="checkbox"/> 男 M	照片 / Photo 请将 1 张近期正面免冠、浅色背景的彩色护照照片粘贴于此。 Please affix one recent identical color photo (full face, front view, unmounted and against a plain light background).
	名 Given name :		<input type="checkbox"/> 女 F	
1.3 中文姓名 (如有, 请用汉字) Name in Chinese character (if applicable)				
1.4 别名或曾用名 Other names you are, or have been known by				
1.5 用本国语言书写的名字 Name in ethnic script				
1.6 现有国籍 Current nationality		1.7 曾有国籍 Former nationality		
1.8 同时具有的国籍 Other nationality(ies)		1.9 出生日期 Date of birth (yyyy-mm-dd)		
1.10 出生地点(国、省/市) Place of birth (city, province/state, country)		1.11 当地身份证号码 Local ID card number		
1.12 婚姻状况 Marital status	<input type="checkbox"/> 已婚 Married <input type="checkbox"/> 未婚 Never Married <input type="checkbox"/> 离婚 Divorced <input type="checkbox"/> 丧偶 Widowed <input type="checkbox"/> 其他 (请说明) Other (Please specify):			
1.13 当前职业 (可选多项) Current occupation(s)	<input type="checkbox"/> 商人 Businessman <input type="checkbox"/> 政府官员 Government official <input type="checkbox"/> 公司职员 Company employee <input type="checkbox"/> 新闻从业人员 Staff of media <input type="checkbox"/> 教师 Teacher <input type="checkbox"/> 宗教人士 Religious worker <input type="checkbox"/> 学生 Student <input type="checkbox"/> 现役军人 Active duty military personnel <input type="checkbox"/> 家庭主妇 Housewife <input type="checkbox"/> 退休 Retired <input type="checkbox"/> 无业 Unemployed <input type="checkbox"/> 乘务人员 Crew member <input type="checkbox"/> 国会议员 Member of national parliament <input type="checkbox"/> 其他(请说明) Other (Please specify):			
1.14 护照种类 Passport 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):			
1.15 护照号码 Passport number		1.16 签发日期 Date of issue (yyyy-mm-dd)		
1.17 签发地点(省/市及国家) Place of issue (city, province/state, country)		1.18 失效日期 Expiration date (yyyy-mm-dd)		
1.19 办理签证通常需要 4 个工作日。如需加急，请注明，但须另外缴费。Normally visa processing takes 4 working days. Extra fees are charged for express service.	<input type="checkbox"/> 普通(4 个工作日) Regular for 4 working days; <input type="checkbox"/> 加急(3 个工作日) Express for 3 working days;			

二、赴华旅行信息 Section 2: Travel information

2.1 赴中国主要事由 (可选多项) Major purpose(s) of your visit(s) to China	<input type="checkbox"/> 旅游 Tourism <input type="checkbox"/> 记者常驻 As resident journalist <input type="checkbox"/> 探亲 Family visit <input type="checkbox"/> 记者临时采访 As journalist for temporary news coverage <input type="checkbox"/> 访友 Visiting friends <input type="checkbox"/> 常驻外交、领事官员 As resident diplomat or consul <input type="checkbox"/> 商务 Business trip <input type="checkbox"/> 商业演出 Commercial performance <input type="checkbox"/> 会议 Meeting <input type="checkbox"/> 执行乘务 As crew member <input type="checkbox"/> 过境 Transit <input type="checkbox"/> 留学 Study <input type="checkbox"/> 任职就业 Employment <input type="checkbox"/> 官方访问 Official visit <input type="checkbox"/> 其他(请说明) Other (Please specify):	
2.2 计划入境次数 Intended number of entries	<input type="checkbox"/> 一次入境 (自申请日起3个月内有效) One entry valid for 3 months from application <input type="checkbox"/> 二次入境 (自申请日起3-6个月内有效) Two entries valid for 3 to 6 months from application <input type="checkbox"/> 半年多次入境 (自申请日起半年内有效) Multiple entries valid for 6 months from application <input type="checkbox"/> 一年多次入境 (自申请日起一年内有效) Multiple entries valid for 12 months from application <input type="checkbox"/> 其他 (请说明) Other (Please specify):	
2.3 首次行程抵达中国的日期 Date of your first entry (yyyy-mm-dd)		
2.4 预计行程中单次在华停留的最长天数 Your longest intended stay among all entries of your intended visits in China	Days	
2.5 在中国逗留期间的住址及电话 (按时间顺序) Residence(s) and phone number(s) during your stay in China (in a time sequence)	详细邮政地址 Detailed mailing address	电话 Phone number
	1.	
	2.	
	3.	
4.		
2.6 谁将承担往返中国及在中国的 费用? Who will pay for your cost of travelling and living during your stay in China?	<input type="checkbox"/> 你本人 Yourself <input type="checkbox"/> 邀请单位或个人 Inviter <input type="checkbox"/> 父母或法定监护人 Parent(s) or legal guardian(s) <input type="checkbox"/> 其他 (请说明) Other (Please specify):	
2.7 在华期间有无医疗保险?如有, 请填写保 险公司名称及保险账号。Do you have medical insurance covering your visit in China? If 'Yes', please fill out the name of the medical insurance company and your account number.		
2.8 在华邀请、 联系的单位名 称、地址及电 话 Name, address and phone number of your inviter or contact unit in China		
2.9 在华亲友、 联系人的姓 名、地址、电 话 Name, address, phone number of your relative, friend or contact person in China		

三、家庭、工作或学习信息 Section 3: Information about your family, work or study

3.1 详细家庭邮政住址 Detailed home mailing address				
3.2 家庭电话 Home phone number		3.3 手机号码 Mobile phone number		
3.4 电子信箱 Email address				
3.5 工作单位或学校 Current employer or school	名称 Name			
	邮政地址 Mailing address			
	电话 Phone number			
3.6 主要家庭成员 Major family members	姓名 Name	国籍 Nationality	职业 Occupation	关系 Relationship
3.7 紧急情况下的联系人 Contact person in case of emergency		3.8 电话号码 Contact person's phone number		

四、其他情况 Section 4: Other information

4.1 是否曾经访问过中国？如果是，请说明最近一次情况。Have you ever visited China before? If 'Yes', please specify date, places and purpose of the recent visit.			
4.2 在过去的 12 个月里是否访问过其他国家或地区。如果是，请说明。Have you ever visited other countries or territories in the last 12 months? If 'yes', please specify date, name of countries or territories and purpose of the visits.			
4.3 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?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.4 是否曾经被拒绝颁发中国签证,或被拒绝进入中国？ Have you ever been refused a visa for China, or been refused entry into China?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.5 是否在中国或其他国家有违法记录？ Do you have any criminal record in China or any other country?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.6 是否患有以下任一种疾病 Are you affiliated with any of the following diseases? ①严重精神疾病 Serious mental disorder ②传染性肺结核病 Infectious pulmonary tuberculosis ③可能对公共卫生造成危害的其他传染病 Other infectious disease of public health hazards		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.7 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 infected by infectious diseases in the last 30 days?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No

4.8 如果对 4.3 到 4.7 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 4.3 to 4.7, please give details below.

五、有关声明 Section 5: Relevant declaration

5.1 如计划赴中国工作、留学，或使用的护照上有一同旅行的携行人，或是在非国籍国申请签证，请填写签证申请表附表(Form V.2011B)，与本表一同递交。If you are seeking to work or study in China, or if someone else travelling with you shares the same passport with you, or if you are making this visa application in a country or territory other than the country of your nationality, please fill out the *Supplementary Visa Application Form (Form V.2011B)* and submit with this application form.

5.2 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，请在此说明。If you have more information about your visa application other than the above to declare, please give details below.

六、签名 Section 6: Signature

6.1 我已阅读并理解此表所有内容要求，并对照片及填报情况的真实性和准确性负责。*I have read and understood all the questions in this application. I shall be fully responsible for the answers and the photo, which are true and correct.*
 6.2 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 decided by consular officers, and any false, misleading or incomplete statement may result in the refusal of a visa for or denial of entry into China.*

→ 申请人签名 **日期**
Applicant's signature: **Date (yyyy-mm-dd):**

注：未满 18 周岁的未成年人可由父母或监护人代签。Note: Parent or guardian may sign on behalf of a minor aged less than 18 years.

七、他人代填申请表时填写以下内容 Section 7: If the application form is completed by another person on the applicant's behalf, please fill out the following:

7.1 代填申请表人的姓名 Name of the person completing this form on the applicant's behalf		7.2 与申请人关系 Relationship to the applicant	
7.3 地址 Address		7.4 电话 Phone number	
7.5 所持身份证件种类 Type of ID document		7.6 证件号码 Number of ID	
7.7 声明 Declaration 我声明本人是根据申请人要求而协助填表，并证明申请人理解并确认表中所填写内容准确无误。 I declare that I have assisted in the completion this form at the request of the applicant and the applicant understands and agrees that the information provided is correct. 代填人签名 /Signature : 日期/Date (yyyy-mm-dd):			

以下仅供领事官员填写 Official use only

签证种类		有效期		停留期	
审核人		日期		备注	

To ensure your visa experience is easy as possible complete an Online Order at uk.cibt.com.
 Orders received with this form are subject to a delay in submission and an additional fee of £15+VAT will be applied.

Important Travel Dates

Date passport must be back in your possession* Date of **next** international trip:

*Express/Emergency Fees: I understand that the visa will be processed to meet this date and will incur express or emergency surcharges where applicable

Applicant Information

Name (as printed in your passport)	Passport Number	Expiry Date	Date of Birth	Nationality
#1				
#2				
#3				
#4				

Contact Information—Who do we contact in connection with your application?

Contact Name	Phone Number	Email
Primary:		
Secondary:		

Visa Services

Country	Entry Date	Exit Date	Type (Tourist, Business, Work, etc.)	Validity	# of Entries
#1:					
#2:					

Passport Services

Passport Renewal	Second Passport	Lost or Stolen	Name Change	Child New Passport	Child Renewal
Size	Standard—32 pages	Jumbo—48 pages	Processing Speed	Same Day (if available)	6 Working Days

Return Instructions

Return documents to the address below	or	Call for Collection	Return Delivery Method
Name:			Secure Mail
Company:			Overnight Courier
Address:			Same Day Courier
Address:			Airport Meet & Greet
County/ Postcode:			Delivery Telephone No.
Billing Ref's for Invoice (if applicable):			

I confirm that I have read and agree to Terms & Conditions as detailed on <http://www.uk.cibt.com/terms-of-use.php>

Name: Signature:

For UK Passport Holders Only: If your current passport is lost or stolen, we will assist you in obtaining a replacement. Check this box to decline this £9.95 service. Visit <http://www.uk.cibt.com/passport-replacement-service.php> for coverage details.

CIBT Priority 6 Service

Running out of time to receive your documents before a trip?
One extra hour of time with CIBT can make the difference.

With the Priority 6 service all applications that are received between 6:00 pm and 7:00 pm will be reviewed immediately and submitted the next morning.

How It Works:

- Get your application to the CIBT office between 6:00 pm and 7:00 pm
- A CIBT travel visa and passport expert will assess your documents immediately to ensure that they meet the requirements to be submitted to a Consulate or Embassy the next morning
- If we have questions or need additional information we will work directly with you or contact you as late as 10:00 pm.

Notice When Sending Documents by Priority 6: Embassies and Consulates who require a scheduled appointment or pre-registration may not be submitted the next morning.

To Use This Priority 6 Service:

- Complete the Priority 6 application form and attach it to the outside of your package
- Courier or deliver in person your application package to CIBT between 6:00 pm and 7:00 pm

ATTACH THIS FORM SECURELY TO THE OUTSIDE OF YOUR PACKAGE

CIBT PRIORITY 6 APPLICATION

Name: _____
Phone Number: _____
Email : _____
Date : _____
Signature : _____

Deliver in person or by courier to:
CIBT
Parnell House
25 Wilton Road
London
SW1V 1LW

A fee of £25.00+VAT per visa applies for Priority 6 Service

A CIBT travel visa and passport expert will assess your Priority 6 application package immediately to ensure that your documents meet the requirements to be submitted to a Consulate or Embassy the next morning. If we have questions or need additional information we will work directly with you or contact you as late as 10:00 pm.

Thank you for using CIBT to process your travel documents.

Additional Information:

Orders cancelled prior to the submission to the appropriate government agency will be assessed standard processing fees.

CIBT makes every effort to provide you with accurate information and to obtain the passport or visa you require for your trip, for the dates requested, in a timely manner. However, please be aware that CIBT does not warrant any information that it provides, and you use and rely on CIBT at your own risk.

When CIBT returns your passport and documents, it is important that you promptly verify that all the visas you require for your trip have been obtained, that the visas for each country you intend to visit are valid for the dates of your visit, and that your passport is valid for at least six months beyond the completion of your trip. Please note that CIBT cannot guarantee or warrant that it will be able to obtain your requested visa or visas or obtain such visa(s) by the date you request. All requirements, processing times, and fees are estimated based upon CIBT's experience, may vary according to information you provide to CIBT, the specific answers in your applications, and are subject to change without notice.

The issuance of a visa or passport is entirely at the discretion of the issuing authority, and each country's immigration officials make the final entry decision even when valid visas are held. CIBT makes no guarantees that any issuing authority will issue any document in a timely manner and CIBT service fees only are for taking reasonable actions to foster such issuance. Non-refundable tickets or reservations should not be purchased until all necessary visas and passports for your travel are secured. You are advised to check directly with the consulate or embassy of each applicable country regarding all necessary visa requirements. Under all circumstances, you (and not CIBT) are responsible for making sure that you have complied with all necessary visa requirements.

By sending applications to CIBT for processing, you accept all of the requirements, restrictions and limitations on liability set forth herein and specifically agree and confirm that CIBT shall not be liable to you for any failure by you to comply with the necessary visa requirements for your travel, for the action or inaction of any government body and/or for the performance by any third party delivery company. At all times and under all circumstances, CIBT's total liability to you for any and all claims, causes of action, liabilities and damages of any kind shall not, in any circumstance or for any reason, exceed the lesser of the fees actually paid by you to CIBT or £500, and full details of such claims must be submitted to CIBT within 90 days of occurrence. In no event shall CIBT be liable to you for any lost profits, or indirect, special, consequential or incidental losses or damages, and your sole and exclusive remedy against CIBT for damages in connection with the failure to obtain a requested visa or visas in a timely manner shall be the return of the CIBT service fees actually paid by you or £500, whichever is less.

Visit <http://www.uk.cibt.com/terms-of-use.php> to view the entire CIBT Terms of Use.