



## Checklist Chinese Business Visa – Visa Handling Service

Please see to follow a list of documents required to apply for an Chinese Business Visa. Please note that visa requirements are subject to change at short notice and contractors are advised to contact our Visa Administrators to confirm before sending documentation through. Also, please contact us for information if you are not applying with a UK passport.

### What we need from you...

- Passport** (in good condition, with at least 2 blank pages and valid for 6 months after visa expires)
- 1 standard UK coloured passport picture**
- Visa Application Form, completed and signed** (downloadable here)
- Official Letter of Invitation from a Chinese Governmental Department or Government-approved company stating entry dates, duration of stay, purpose of travel**
- For ME Visa a Letter of Introduction from a UK company is required** (template on request)
- Customer Declaration** ( [http://www.visaforchina.org/LON\\_EN/upload/Attach/mrbj/258717.pdf](http://www.visaforchina.org/LON_EN/upload/Attach/mrbj/258717.pdf))
- Visa Handling Fee**

### Visa Processing Fee

We will require payment before we can begin processing your order. Payment can be made by AMEX (3.5% surcharge), credit (2% surcharge) or debit (no surcharge) card either over the phone or by completing and sending our **Payment Authorisation Form**

The cost of this service is as follows:

Visa Type	Processing Time (working days)*	Price (UK citizen)*
Single Entry	3/4 days	£189/ £139
Double Entry	3/4 days	£209/ £159
Multiple Entry 6 Months	3/4 days	£259/ £209
Multiple Entry 12 Months	3/4 days	£339/ £299

\*Prices are inclusive of all Consular fee, our fee, postage and VAT. Processing time is the time taken to process the application at the Consulate and does not include delivery time.

### Once completed...

...please send your application to our visa processing centres in London or Edinburgh:

RuVisa Ltd  
103 St. Leonards Street  
**Edinburgh**  
EH8 9QY

RuVisa Ltd  
4<sup>th</sup> Floor, Hamilton House,  
Mabledon Place, Bloomsbury  
**London**  
WC1H 9BB

- We will return your passport by Royal Mail Special Next Day Delivery or will prepare it for collection as you require
- Please remember to include a note of your daytime contact number and indicate the return address your passport and visa should be delivered to.

**Any difficulties?** Please do not hesitate to contact our Visa Administrators in our Edinburgh headquarters or London office:

Edinburgh 0131 662 0930

London 0207 391 8515