

商务签证 (M 字签证) 申请材料清单
(针对赴华少于三次及未赴华商务申请人)

Checklist for Business Visa (M-Visa) Application

(The applicant who has not been to China or has been to china less than three times)

*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.

	领事专用栏 Official only
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>4、公司介绍信, 详细介绍申请人姓名、护照号码和赴华目的。 Introduction letter from employee. Incl. name, passport number, purpose to China.</p>	
<p>5、未曾赴华或低于三次访华经历的申请者需提供中国境内贸易合作方出具的、经贸交易会请柬等《被授权单位邀请函》。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。 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。 The private enterprises or self-employed applicants who has not been to China or has been to china less than three times should provide Invitation Documents concerning commercial activity issued by a trade partner in China, or trade fair invitation letter issued by a Duly Authorized Unit in China. invitation, etc. and 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.</p>	
<p>6、所在公司经营执照和纳税记录。 Company certificate and Tax clearance record.</p>	
<p>7、往返机票和预订酒店信息订单。 Documents showing the itinerary including air ticket booking record (round trip) and proof of a hotel reservation, etc.</p>	

8、最近4个月的银行流水账单或其他存款证明（平均每人不低于五万赛地）。 ORIGINAL bank statement within latest FOUR Months and SIGNED AND STAMPED by the bank. The average amount for each person is not less than 50000 cedis in the bank account provided by the applicant.	
非加纳籍公民申请签证，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加纳居留、工作或学习许可等正本及复印件。 The original and photocopy of residence, work or study permit in Ghana with at least six months of remaining validity.	

注意：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。《被授权单位邀请函》和《邀请确认函》，应直接要求中国境内的邀请函方办理，通过中介等第三方办理的存在申请人受骗和违法风险。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。

NOTICE: If necessary, the consular officer may require the applicant to provide other proof documents (real estate documents, land documents, vehicle ownership documents or any property ownership documents) or supplementary materials, or require an interview with the applicant. The Duly Authorized Invitation Letter or the Confirmation Letter of Invitation should be obtained directly from the authorized unity in China, Not from the agents or other third parties through which the applicant may take risks of being deceived or violating laws. 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.