

# ICEF China - Business Visa Support Application

October 14 - 16, 2024

Grand Millennium Beijing 5\*



**The deadline for invitation letter requests is September 13, 2024. Please note that the official invitation letter can only be issued for the period of the event: October 14 - 16, 2024.**

**Please send us a copy of your passport (photo page) and a travel itinerary (covering dates of your stay and cities to be visited in China)**

## Organisation Details

Company \_\_\_\_\_ Department \_\_\_\_\_

## Fees & Passport Information for First Representative

Please send us a copy of your passport (photo page) and a travel itinerary (covering dates of your stay and cities to be visited in China)

PDF required only, **EUR 60** or  Original documents required, **EUR 60 + EUR 35** (courier charge)

Mr  Ms First Name \_\_\_\_\_ Last name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Position in Organisation \_\_\_\_\_

Passport No \_\_\_\_\_ Nationality \_\_\_\_\_

Passport expiry date \_\_\_\_\_ Passport issue date \_\_\_\_\_

## Fees & Passport Information for Second Representative

Please send us a copy of your passport (photo page) and a travel itinerary (covering dates of your stay and cities to be visited in China). Second representative will be **free of charge**, if documents are prepared and sent by courier at the same time as for the first representative, otherwise the EUR 60 invitation letter charge and the EUR 35 courier charge will apply.

PDF required only, **EUR 60** or  Original documents required, **EUR 60 + EUR 35** (courier charge)

Mr  Ms First Name \_\_\_\_\_ Last name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Position in Organisation \_\_\_\_\_

Passport No \_\_\_\_\_ Nationality \_\_\_\_\_

Passport expiry date \_\_\_\_\_ Passport issue date \_\_\_\_\_

## Sending Method

PDF Documents Email Address \_\_\_\_\_

or

Original Documents

Mailing Street \_\_\_\_\_ Postcode \_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_ Tel \_\_\_\_\_

## Chinese Embassy / Consulate (where you will apply for the visa)

Country \_\_\_\_\_ City \_\_\_\_\_

## Payment

You will be invoiced for the business visa invitation letter by ICEF. Invoices are payable upon receipt and can be paid either by bank transfer or by credit card. You will find further information on the invoice.

## Terms & Conditions

You will receive an invoice/receipt and a copy of the invitation letter by e-mail. The original letter (if required) will be sent to you by courier once you have confirmed that the email copy is correct and we have received your full payment.

**Please note** that the invitation letter processing fee is non-refundable. By returning this form you acknowledge the accuracy of information provided and agree to the terms and conditions above.