



3.16 INVITATION LETTER TO CHINA

VISA APPLICATION

DEADLINE: 12 MAY 2023

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza, 1788-1800 Century Avenue. Pudong New Area, Shanghai 200122 / P.R.China Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 Email: Joe.zhou@mm-sh.com Contact Person: Ms. Joe Zhou / ext.649	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in Charge:	
	Signature:	Date:
	Hall / Booth No.:	

Please supply information as listed below for those who need an invitation letter to support their application for a visa. Accurate information is essential. Full details must be clearly typed.

<u>Invitation Letter Processing Fee: Free of charge.</u>	
Company Name:	_____
Address:	_____
Telephone:	Fax: _____
Surname:	First Name: _____
Gender: _____	Nationality: _____ Place & Date of Birth: _____
Passport No:	Job Title: _____
Date of Arrival:	Date of Departure: _____
Country/ City of Embassy where you would like to apply visa: _____	

Procedures:

1. Please make photocopies of this form if more than one applicant requires visa invitation letter.
2. Please fill in the application form in capital letters or type and return it to us as soon as possible. We will precede your visa invitation letter immediately.
3. Please submit the application form together with the following required documents according to the procedure policy.
 - ✓ passport copy
 - ✓ entry record to China
4. Once approved, we will send you an invitation letter via fax or email.
5. If the original invitation letter is required by the Chinese embassy/consulate in your country, a courier fee will occur for the express mail service.
6. If you need invitation letter issued by Chinese government, **EURO 50** application fee should be charged.
7. Please take this invitation letter together with your passport to your embassy or consulate to apply visa.
8. Your embassy or consulate may have an additional charge for their paperwork.

Attention:

Please be reminded that all applicants' passports must be valid for at least **SIX MONTHS** beyond the intended date to enter China or any other destination.

Due to the current policy, the invitation letter will be issued according to the applicant's specific situation. For detailed policy and requested documents adjustment, please contact The Chinese embassy and consulate in your country.