



ORDER FORM/Formulaire

Call us for assistance.

Contactez-nous si vous avez besoin d'assistance

Account Number/Numéro de compte: _____

Travel Agency Name: _____

Nom de l'agence de voyage

IMPORTANT TRAVEL DATES/DATES IMPORTANT DE VOYAGE:

Date passport must be back in your possession**: _____ / _____ / _____
Date à laquelle votre passeport doit vous être retourné mm jj aaaa

Date of next international trip: _____ / _____ / _____
Date de votre prochain voyage à l'étranger : mm jj aaaa

**Rush/Emergency Fees: I understand that any visa request that is needed in seven business days or less, will be assessed a rush or emergency surcharge
Je comprends que toute demande de visa qui doit être traitée en sept jours ouvrables ou moins sera assujettie à des frais supplémentaires pour le traitement accéléré.

TRAVELER INFORMATION/INFORMATION SUR LE VOYAGEUR:

Traveler's Name: _____ Traveler's Date of Birth: _____ / _____ / _____
Nom du voyageur: Last nom de famille First prénom Date de naissance du voyageur: mm jj aaaa

Phone (daytime): _____ Phone (mobile): _____ E-Mail: _____
Téléphone (jour) Téléphone (cellulaire) Courriel

Name of Person Requesting This Order: _____ Phone: _____
Nom de la personne qui remplit le présent formulaire : téléphone

RETURN DOCUMENTS TO THIS ADDRESS/ADRESSE DE RETOUR:

Name: _____ Company: _____
Nom: Compagnie:

Street: _____ City: _____ Province: _____ Postal Code: _____
Rue: NO PO BOXES/Pas de boîte postale Ville: Province: Code Postal:

Telephone Number: _____ The address listed above is: Residential: Business:
Numéro de téléphone L'adresse indiquée ci-dessus est: Résidentiel: Affaires:

RETURN SHIPPING METHOD/MÉTHODE D'EXPÉDITION POUR LE RETOUR DE DOCUMENTS

Fed Ex Priority Overnight/ Service prioritaire le lendemain de Fed Ex Same Day or Courier (Call for Rates)/ Le jour même ou par messenger (contactez nous pour les tarifs)

I Authorize Delivery Without Signature: Signature: _____
J'autorise de livraison sans signature: Signature:

SERVICES REQUESTED/SERVICES DEMANDÉS

Select the type of service you request by placing a check mark in the appropriate box for each service you are ordering. Please note that separate forms and requirements apply for each visa procedure.

Sélectionner le type de service que vous désirez en cochant la case appropriée pour chaque service demandé. Veuillez noter que vous devez remplir des formulaires distincts pour chaque pays pour lequel vous demandez un visa et répondre aux exigences de chacun d'entre eux.

Visa Services:

Services de visa:	Entry/Exit Dates: Entrée/Sortie (Dates):	Tourist: Touriste:	Business: Affaires:	Transit: Transit:	Work: Travail:	Number of Entries: Nombre d'entrées:
Country 1: _____ Pays 1:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Country 2: _____ Pays 2:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Country 3: _____ Pays 3:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

PAYMENT METHOD FOR APPLICABLE FEES/MODE DE PAIEMENT POUR LES FRAIS EXIGIBLES:

American Express: Diners Club: Master Card: Visa: Discover: Money Order/Mandat: Check/Chèque:

Name on Card: _____
Nom qui apparaît sur la carte

Card Number: _____ Expiration Date: _____ / _____ Signature: _____
Numéro de la carte Date d'expiration: mm aa Signature:

Department #/Billing Reference: _____
Département / Référence pour la facturation:

Visa Processing Procedures and Requirements

Destination: China, People's Republic of

Purpose of Travel: Business

Nationality: Canada

Provided: Friday, July 02, 2010

The following is required for CIBT to process your request:

1. Passport/Passeport

Your signed passport (valid for at least six months and with at least one blank visa page) is required.

Votre passeport signé (valide pendant au moins six mois) et avec au moins une (1) pages en blanc de visa est exigé.

2. Application Forms/Formulaires de demande

1 (one) completed visa application form required ** 1 (un) formulaire de demande visa complété est exigé

3. Photographs/Photographies

1 (one) front facing, passport sized, colour photographs are required (not scanned)

1 (une) photographie de passeport, de couleur, du revêtement est exigé (non balayé)

4. Business Introduction Letter/Lettre d'introduction d'affaires

A letter of introduction from your Canada-based company on letterhead paper with a Canada address is required. The letter must have an original signature and a photocopy is not acceptable. Please include the number of entries being requested and the length of visa being requested.

Une lettre de l'introduction de votre compagnie basée au Canada sur le papier à en-tête avec une adresse du Canada est exigée. La lettre doit avoir une signature originale et une photocopie n'est pas acceptable. Veuillez inclure le nombre d'entrées étant demandées et de la longueur du visa étant demandé.

Sample Business Introduction Letter / Exemple d'une lettre d'introduction d'affaires

5. Invitation Letter/Lettre d'invitation

A letter of invitation from your sponsor/organizer in this destination or from the Foreign Ministry is required.

Une lettre d'invitation de votre commanditaire/organisateur dans cette destination ou du ministère étranger est exigée.

6. Consular Fees/Honoraires consulaires

Single Entry \$50.00 -- Double Entry \$75.00 -- Six month Multi Entry \$100.00 -- One year Multi Entry \$150.00

*For rush processing add \$35.00 for 2-3 day and add \$50.00 for same day processing

Entrée simple \$50.00 -- entrée double \$75.00 -- Multi entrées de six mois, \$100.00 -- Une entrée multiple d'un an \$150.00

*Pour le traitement pécipté (de 2-3 jours) ajoutez \$35.00, et \$50.00 pour un traitement du même jour.

7. STANDARD PROCESSING TIME: 4 business days // DELAI DE DELIVERANCE : 4 jours d'affaires

中华人民共和国签证申请表

Visa Application Form of the People's Republic of China

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。
Please type your answer in capital English letters in the spaces provided or check the appropriate box to select.

一、关于你本人的信息 / Section 1. Information about Yourself

1.1 外文姓名 / Full Name: 姓 / Surname: _____ 中间名 / Middle Name: _____		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。 <i>Please affix one recent passport style color photo, with full face, front view, no hat, and against a plain light background.</i>
1.2 性别 / Sex: <input type="checkbox"/> 男 / M <input type="checkbox"/> 女 / F		
1.3 中文姓名 / Chinese Name if Applicable: _____		1.4 现有国籍 / Current Nationality: _____
1.5 别名或曾用名 / Other or Former Name: _____		1.6 曾有国籍 / Former Nationality: _____
1.7 出生日期 / Date of Birth (YY-MM-DD): _____		1.8 出生地点(国、省/市) / Place (Province/State, Country) of Birth: _____
1.9 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 / Regular <input type="checkbox"/> 其他证件(请说明) / Other (Please specify): _____	
1.10 护照号码 / Passport Number: _____		1.11 签发日期 / Date of Issue (YY-MM-DD): _____
1.12 签发地点(省/市及国家) / Place (Province/State, Country) of Issue: _____		1.13 失效日期 / Expiration Date (YY-MM-DD): _____
1.14 当前职业(可多选) / Your Current Occupation(s): <input type="checkbox"/> 商人 / Businessman <input type="checkbox"/> 教师、学生 / Teacher or Student <input type="checkbox"/> 政府官员 / Government Official <input type="checkbox"/> 乘务人员 / Crew Member of Airlines, Trains or Ships <input type="checkbox"/> 新闻从业人员 / Staff of Media <input type="checkbox"/> 议员 / Member of Parliament, Congressman or Senator <input type="checkbox"/> 宗教人士 / Clergy <input type="checkbox"/> 其他(请说明) / Other (Please specify): _____		

二、你的赴华旅行 / Section 2. Your Visit to China

2.1 申请赴中国主要事由(可多选) / Major Purpose(s) of Your Visit(s) to China: <input type="checkbox"/> 旅游 / Tourism <input type="checkbox"/> 执行乘务 / As Crew Member of Airlines, Trains or Ships <input type="checkbox"/> 探亲 / Visiting Relatives <input type="checkbox"/> 记者常驻 / As Resident Journalist <input type="checkbox"/> 商务 / Business Trip <input type="checkbox"/> 记者临时采访 / As Journalist for Temporary News Coverage <input type="checkbox"/> 过境 / Transit <input type="checkbox"/> 外交官、领事官赴华常驻 / As Resident Diplomat or Consul in China <input type="checkbox"/> 留学 / Study <input type="checkbox"/> 官方访问 / Official Visit <input type="checkbox"/> 商业演出 / Commercial Performance <input type="checkbox"/> 任职就业 / Employment <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"/> 一次出入境有效(3个月内有效) / Single entry valid for 3 months; <input type="checkbox"/> 二次出入境有效(6个月内有效) / Double entry valid for 6 months; <input type="checkbox"/> 半年内多次出入境有效 / Multi-entry valid for 6 months; <input type="checkbox"/> 一年内多次出入境有效 / Multi-entry valid for 12 months.
2.3 首次可能抵达中国的日期 / Date of Your First Possible Entry into China (YY-MM-DD): _____	
2.4 预计你一次在华停留的最长天数 / Your Longest Intended Stay in China _____ Days	
2.5 请按时间顺序列明你访问中国的地点(省及市/县) / Please list Counties/Cities and Provinces to visit in China in a time sequence: _____	
2.6 办理签证通常需要 4 个工作日，你是否想另交费要求加急或特急服务 / Normally, visa processing takes 4 working days. Do you request express or rush service by paying extra fee? <input type="checkbox"/> 加急(2-3 个工作日) / Express for 2-3 working days; <input type="checkbox"/> 特急(1 个工作日) / Rush for 1 working day.	

三、你的健康状况及以前的国际旅行/ Section 3. Your Health Condition and Previous Overseas Tour

3.1 你是否曾经被拒绝颁发中国签证? Have you ever been refused a visa for China?	<input type="checkbox"/> 否 / No <input type="checkbox"/> 是/Yes
3.2 你是否曾经被拒绝进入或被遣送出中国? Have you ever been refused entry into or deported from China?	<input type="checkbox"/> 否 / No <input type="checkbox"/> 是/Yes
3.3 你在中国或其他国家是否有犯罪记录? Do you have any criminal record in China or any other country?	<input type="checkbox"/> 否 / No <input type="checkbox"/> 是/Yes
3.4 你現在是否患有以下任一种疾病/ Do you suffer from any of the following diseases? ①精神病/ Mental Diseases ②开放性肺结核/ Open Tuberculosis ③性病/ Venereal Diseases ④感染 HIV 或艾滋病/ HIV Positive or AIDS ⑤麻风病/ Leprosy ⑥其他传染性疾痲/ Other infectious diseases	<input type="checkbox"/> 否 / No <input type="checkbox"/> 是/Yes
3.5 是否曾经访问中国/Have you ever visited China before?	<input type="checkbox"/> 否 / No <input type="checkbox"/> 是/Yes
3.6 对问题 3.1-3.4 选择“是”并不表示你就无资格申请签证，请说明详细情况/ If you select Yes to any question from 3.1 to 3.4, you do not lose eligibility for visa application. Please give detailed reasons for your answer.	

四、你的联系方式/ Section 4. Your Contact Information

4.1 你的工作单位或学校名称 / Name of Your Employer or School:	4.2 日间电话 / Daytime Phone Number:
4.3 你的工作单位或学校地址 / Address of Your Employer or School:	4.4 夜间电话 / Nighttime Phone Number:
4.5 你的家庭住址 / Your Home Address:	4.6 你的电子信箱 / Your Email:
4.7 在华邀请、联系的单位名称或探亲对象的姓名 / Name of Inviter, Contact or Your Relative in China:	4.8 联系电话 / Phone Number of Your Contact:
4.9 在华邀请、联系的单位名称或探亲对象的地址 / Address of Inviter, Contact or Your Relative in China:	4.10 电子信箱 / Email of Your Contact:

五、其他声明事项 / Section 5. Other Declaration

如有其他需要声明事项，请在下面说明 / If there is more information to declare, please give the information below.

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六、他人代填申请表 / Section 6. Application Form Completed by Another Person

如是他人为你填写签证申请表，请其填写以下栏目 / If this application was completed by another person on behalf of you, please have that person complete this section.

6.1 代填人姓名 / Name of Person Completing the Form:	6.2 与申请人关系 / Relationship to the Applicant:
6.3 代填人地址及电话 / Address and Phone Number of that Person:	6.4 代填人签名 / Signature of that Person:

七、重要事项 / Section 7. Important

我已阅读并理解此表所有问题，并对照片及填报内容的真实性及准确性负责。我理解，签证种类、有效期及停留期将由领事决定，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 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. I understand that type of visa, number of entries and duration of each stay will be decided by consuls, 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 / Applicant's Signature: _____ 日期 / Date (YY-MM-DD): _____

FORMAT FOR COVER LETTERS

(Date)

Consulate General of (Country)

Dear Sirs/Madam:

On behalf of (Traveler's Full Name), we are submitting his/her valid passport and required documents for a (Length and # Of Entries) (Business/Tourist) visa. (Mr./Mrs./Ms Traveler's Name) has been a (Job Title/Position) with (Name of Company) since (Date of Hire) for (Length of Employment). (Applicant's Company's Name)'s contact number in Canada is (Canada Corporate Contact Number).

(Traveler's Name) is planning a (Business/Tourist) visit to (Country Name). (If Business Please Explain Activities Of The Organization). He/She will depart Canada on (Departure Date) and will arrive in (Arrival City) on (Arrival Date) and remain for approximately (# Of Days) and will return (# Of Times Traveler Is Expected To Return To This Country If Requesting A Multiple Entry Visa) over the next year.

We would greatly appreciate any assistance you can provide us in expediting this process. While there, he/she will be contacting (Local Contact Name and Company Name). His/Her address is (Exact Street Address). The phone number is (Number).

(Company Name) guarantees that (Traveler's Name) will have adequate funds in his/her possession, as well as confirmed living accommodations and return transportation. (Name Of Company) also guarantees that he/she will not become dependent upon the Government of (Country Name) in any way during the course of his/her visit.

Thank you for your kind assistance in this matter. Please feel free to contact me with any questions.

Sincerely,

(Authorized Signer Other Than the Traveler)
(Signer's Title)

*** Important Instructions:

1. Write one letter for each country and for each applicant.
2. All letters must be on original company letterhead.
3. Replace all information in parentheses with the data for this trip.
4. A consulate address is not necessary.
5. The letter cannot be signed by the applicant.

SERVICE FEE INFORMATION

Estimated processing charges are based on the following fee structure:

1. CIBT Service Fees:

The following prices are for CIBT's professional services per visa/passport per person. Final cost is determined by the number of business days given for processing your request and the CIBT services utilized to complete your request.

Service Fee:	\$80.00
Rush Fee:	\$50.00
Emergency Fee :	\$75.00

2. Consular Fees:

Consular and processing fees are determined by the foreign government issuing the visa and are subject to change beyond the control of CIBT. CIBT assesses a 2.49% processing fee on government agency fees only. Consular fees vary by consulate, please refer to requirements

3. Copy Fees:

Please submit a photocopy of your information page of your passport along with all supporting documents, letters, flight itineraries that support your visa request to avoid the photo copy fee. You will be charged a photocopy fee if all documents are not copied and submitted with your original submission.

4. Money Order Fees:

Embassies, Consulates and Government Offices require payment be made by Money Orders. A money order fee of \$8.50 is applied for each money order purchased.

5. Shipping Fees:

CIBT will return your completed documents to you via overnight mail. Additional charges will apply for weekend, same-day, after-hours delivery and shipping to/from USA. You may also provide your own account number for shipping. We utilize Federal Express and Purolator. We do not utilize XpressPoste.

FedEx Priority Overnight - Canada
\$40.00

6. GST tax applies to all fees, except consular fees

Please Note

Additional charges may apply for shipments to consulates that do not allow personal appearance or drop offs.



CIBT Inc, your Global Visa and Passport Professionals, is the world's leading travel document specialist and expediting service. CIBT can assist you with Canada and US based passport or visa processing, international passport or visa application forms and instructions, and other related services.

CIBT TERMS OF SERVICE

Feel free to contact our customer service team if you have questions about your request. Contact information for individual CIBT branch locations can be found on our website at <http://www.ca.cibt.com/contact.aspx>. You can now use our Online Status Check feature to automatically check the status of your documents, from the time we receive your documents to the time we ship them back to you. Simply go to our Website at <http://www.ca.cibt.com> and select Status Check from our menu to use this new feature.

Cancellation Fees:

Orders cancelled prior to submission to government office will be assessed standard processing fees. Orders cancelled after submission will be charged standard processing fees including consulate fees.

Hours of Operation:

Monday to Friday 830am to 530pm local time

Our offices are located in: Toronto and Vancouver

Where to send your documents:

Your CIBT Order form has the appropriate address for where to submit your documents.

Legal Disclaimer

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 verify that all the visas you require for your trip have been obtained, that the personal information on those visas and your passport are accurate, 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: (i) are estimated based upon CIBT's experience, (ii) may vary according to information you provide to CIBT, (iii) may vary according to the specific answers in your applications, and (iv) 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 approve the application(s) and/or 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 neither CIBT nor your travel company shall be liable to you for any failure 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 whether based in contract, tort, strict liability or any other theory of law shall not, in any circumstance or for any reason, exceed the lesser of the fees actually paid by you to CIBT or \$500. In no event shall CIBT be liable to you for any indirect, special, consequential or incidental losses or damages, including, without limitation, lost profits, loss of business opportunity, or for punitive 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.