

商务签证 (M 字签证) 申请材料清单
Checklist for Business Visa (M-Visa) Application

商务签证 (M 字签证) 发给赴中国进行商业贸易活动的人员。

Business Visa (M-visa) is issued to those who intend to go to China for commercial and trade activities.

***请按清单顺序准备签证申请材料。所有申请材料一律使用 A4 纸规格打印或复印。**

Please provide the following documents which must be strictly in A4 size and submit your documents in the order of the checklist.

	领事官员专用栏 For official use only
1、申请人护照原件，有效期半年以上，且至少有 2 张空白签证页。 Original passport valid for at least 6 months, with 2 or more blank visa pages.	
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.	
3、填写完整并签名的《中华人民共和国签证申请表》一份，并附本人近期、正面、彩色 (浅色背景)、免冠、护照照片 2 张 (照片规格要求见详细说明，请将照片粘贴在《签证申请表》上)。 One fully completed Visa Application Form with 2 recently-taken color passport photos (full face, front view, and bare head, against a light background) attached.	
4、中国境内贸易合作方出具的商务活动文件、经贸交易会请柬等邀请函件。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。 近年来两次以上获得 M 字签证或持有在华投资证明、营业执照等文件的申请人，可申请半年多次或一年多次 M 字签证，但须提供上述签证或有关文件复印件。 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。中国境内个人出具邀请函需提供个人身份证件复印件 (正反两面)。 Documents concerning commercial activity issued by a trade partner in China, or trade fair invitation, etc. The invitation letter should 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. An issuer of invitation letter who is an individual in China should also provide a photocopy of his/her Chinese ID (both sides of ID Card). Applicants who have obtained M-visas more than twice in recent years or have a certificate of investments in China, a business license or other documents, may apply for a multiple-entry M-visa valid for half a year or one year, but the applicants must provide photocopies of the aforementioned visas or relevant documents.	
非印尼籍公民申请签证，还须提供： For citizens of other countries, the following supplementary document are required:	
最近一次合法入境印尼的记录及在印尼合法居留、工作、学习的有效证明或有效签证的原件及复印件。 The original and photocopy of proof of the latest legal entry into Indonesia and valid certificates of residence, employment or student status, or other valid certificates of legal stay in Indonesia.	

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。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。加急服务须经领事官员批准，将加收费用。

If necessary, the consular officer may require the applicant to provide other proof documents or supplementary materials, or require an interview with the applicant. 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. Express service needs approval of consular officials, and extra fees may apply.