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C(2024) 6135 final

ANNEX

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**to the Commission Implementing Decision**

**amending Implementing Decision C(2011) 5500 as regards the list of supporting  
documents to be submitted by applicants in China for short-stay visas**

## Annex

### 'ANNEX I

#### **List of supporting documents to be submitted by applicants in China for short-stay visas**

##### **1. General requirements irrespective of the purpose of travel**

- Copy of “Hukou”. All used pages (no translation)
- Permanent resident permit to foreigners (valid at least 3 months after the return)
- Proof of solvency of the applicant: bank statements from the last 3 months, no deposits account:

(a) For employees:

Copy of the business licence of the employing company

Original letter from the employer (in English, or in Chinese with an English translation) on official company paper with stamp, signature, date and clearly mentioning:

address, telephone number and email address of the employing company

name and position in the employing company of the countersigning officer

name of the applicant, position, salary and years of service

approval for leave or absence

(b) For retired persons: proof of pension or other regular income

(c) For persons without a fixed income:

If married: letter of employment and income of the spouse and notary certificate of marriage (with Apostille)

If single/divorced/widow/widower: Any other proof of regular income.

(d) Minors (under 18 years of age): student card and original letter of the school, mentioning:

full address, telephone numbers of the school

permission for absence

name and function of the person giving the permission.

notary certificate of family relation or proof of guardianship (with Apostille)

when the minor is travelling alone or only with one parent: notary certificate of permission to travel from both parents or legal guardians (with Apostille), and when not in China, attested by the relevant authorities in the parents'/legal guardians' country of residence.

**2. Documents to be submitted by applicants depending on the purpose of travel**

**a. Individual tourism**

- (e) Flight reservation: round-trip reservation
- (f) Proof of accommodation: For the whole duration of the intended stay. Travel program: documents providing clear evidences about the applicant's travel program (hotel bookings, transportation booking, itinerary, etc.)

**b. Business visit or short professional training**

- (g) Proof of the applicant's personal solvency (in case personally covering the costs of travel and living). Bank statements from the last 3 months (fulfilling the requests of country of destination), not deposits account

- (h) If the company pays the costs of travel and living:

Proof of the solvency of the employing company, if the company pays the costs of travel and living; or

Proof of solvency for employees:

Copy of the business licence of the employing company

Original letter from the employer (in English, or in Chinese with an English translation) on official company paper with stamp, signature, date and clearly mentioning:

address, email address, telephone of the company

the name and position in the company of the countersigning officer

the name of the applicant, position, salary and years of service

full address and contact persons of the company

approval for leave or absence

Business license of the employing company and original letter from the applicant's employer:

A sealed copy of the business license

On official company paper with stamp and signature, mentioning:

full address and contact persons of the company

the name and position of the countersigning officer

name, position, salary and years of employment

the purpose of the visit

confirmation of position after the return

confirmation of covering the costs for the trip

the person or the entity who will bear the applicant's travel and living costs

- (i) Invitation letter from the organiser of the event or the training on official company paper with stamp and signature, mentioning:

the full address and contacts of the company

the name and position of the countersigning officer

purpose and duration of the visit

detailed program

the person or the entity who will bear applicant's travel and living costs;

whether the sponsor gives financial guarantee for the applicant's return to China

proof of registration from a Chamber of Commerce, if applicable

work permit (if applicable)

a work permit may be needed in the following cases:

business training “on the job”

when working for company in the Member State of destination.

### **c. Visit to family/friends**

Official invitation letter (not older than 6 months), issued by the authorities of the country of destination. It is also accepted to submit an invitation signed by the sponsor.

- Optional: Original financial guarantee by the sponsor:

- If the sponsor lives in the country of destination:

proof of a regular income over the last 3 months, or

a declaration of guarantee as provided for by the country of destination's national legislation.

- If the sponsor lives in China but invites the applicant to travel together to the country of destination:

signed guarantee letter

copy of the residence permit for China

proof of a regular income (letter employer)

proof of a residence in the country of destination or invitation to stay with close family.

- Proof of relationship with sponsor:

For family visit: a notary certificate of family relationship with the sponsor (with Apostille)

For friends visit: the relationship can be substantiated with original documents, original pictures, letter of invitation etc.

#### **d. Purpose of cultural/sport events**

Original invitation letter from the organiser of the event of the country of destination on official paper, mentioning:

purpose and duration of the stay

detailed program and itinerary

indication of the costs of the study/sport and entity that will pay for them

indication of lodging during the period of the intended stay.

- Original letter from the Chinese cultural or sports organisation (the letter must be in English or in Chinese and an English translation) on official paper with stamp, mentioning:

full address and contacts of the organisation

the name and position of the countersigning officer

name, position, salary and years of employment (only for professionals)

confirmation of participation

entity that will pay for costs of travel and living

copy of business licence (and an English translation).

#### **e. Individual members of an ADS Group**

Section 1, “general requirements irrespective of the purpose of travel”, applies.’