



# China Document Checklist

## China Tourist Document Checklist

Document	Description	Fomat
<b>Orginal Passport</b>	Original Passport and Old Passport if any	
<b>2 Photograph</b>	Photographs latest fresh photo no.3 (size 3.5mm x 4.5mm matt finish, face image 80% close, white background). Ears should be visible	
<b>Application form</b>	Online submitted application form with Signature	
<b>Vaccination certificate</b>	Vaccination Certification linked with passport	
<b>Cover letter</b>	Personal Covering letter address to <b>Consulate General of China, Mumbai</b> , with mention Visit purpose , Travel Date, applicant full name as Passport details, Work profile, where will staying in China, travel date, who will bear expenses, Home address, Mobile No	<a href="#">Tourist Covering Letter sample</a>
<b>Flight Ticket</b>	Onward & Return Flight Ticket	
<b>Hotel Reservation</b>	Hotel Confirmation from China on hotel letterhead with hotel seal and signature	
<b>Day To Day Itinerary</b>	Details of the planned visit (incl. arrival and departure dates, place(s) to be visited, accomodation arrangements, etc.);	
<b>Bank Certificate</b>	Original last 06 month bank statement with stamp and sign on each page and should have minimum 2 lakh balance	
<b>Leave Letter From Company</b>	Leave letter on company letterhead with authorized Signatory	<a href="#">Leave Approval Sample</a>
<b>Bonafide Certificate for Student</b>	Leave letter on School letterhead with authorized Signatory	<a href="#">School Certificate Sample</a>
<b>If Self Employed</b>	Company GST	
<b>Address Proof</b>	<b>If Passport is issued from different jurisdiction</b> Outstation District passports pls submit their Residence any 2 from below list: <ul style="list-style-type: none"><li>• Proof Telephone bill (Period should last month only)/ Electricity Bill (Period should last month only)</li><li>• Valid Register Lease Agreement/ Leave and Licenses</li><li>• Valid Register Rent agreement</li><li>• Letter from company mentioning address Allotment Letter need authorize person name, signature, designation and company stamp.</li><li>• Society Letter with mention authorize person name, signature, designation and Society Stamp.</li></ul>	

## China Business Document Checklist

Document	Description	Fomat
<b>Original Passport</b>	Original Passport and Old Passport if any	
<b>2 Photograph</b>	Fresh Photographs (size 33x48mm in color with white background image 80% close, white background). Ears should be visible	
<b>Application form</b>	Online submitted application form with Signature	
<b>Vaccination certificate</b>	Vaccination Certification linked with passport	
<b>Cover letter</b>	Covering letter from the Indian Company	<a href="#">Cover Letter Sample</a>
<b>Company Registration Proof</b>	GST certificate	
<b>Invitee Document</b>	Invitation letter from Inviting Chinese company	
<b>Authorized Signatory Chinese ID card copy (Front and back)</b>	Chinese ID card copy of Authorized Signatory on Invitation letter	
<b>Exhibition Letter</b>	If travelling for an exhibition, then provide the exhibition letter and hotel voucher	