



Brussels, 22.10.2014  
C(2014) 7594 final

ANNEX 1

**ANNEX**

**to the Commission Implementing Decision**

**amending Implementing Decision C(2011)5500 final, as regards the title and the list of supporting documents to be presented by visa applicants in China**

## ANNEX I

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

1. List of supporting documents to be submitted by applicants travelling for the purpose of individual tourism
  - Flight reservation: round-trip reservation
  - Minors (under 18 years of age): student card and original letter of the school, mentioning:
    - full address, telephone number of the school
    - permission for absence
    - name and function of the person giving the permission.
    - notary certificate of family relation or proof of guardianship, legalised by the Ministry for Foreign Affairs.
    - when the minor is travelling alone or only with one parent: notary certificate of permission to travel from both parents or legal guardians, legalised by the Ministry of Foreign Affairs, and when not in China, attested by the relevant authorities in the parents'/legal guardians' country of residence.
  - Chinese nationals: copy of all pages of "Hukou" (no translation).
  - Proof of accommodation: For the whole duration of the intended stay. Travel programme: documents providing clear evidences about the applicant's travel programme (transportation booking, itinerary, etc.)
  - Proof of solvency of the applicant: bank statements from the last 3 months, no deposits account:
    - For employees:
      - a sealed copy of the business licence of the employing company
      - a 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 and fax numbers of the employing company
        - the name and position in the employing company of the countersigning officer
        - the name of the applicant, position, salary and years of service
        - approval for leave or absence
    - For retired persons: proof of pension or other regular income
    - For unemployed persons:
      - If married: letter of employment and income of the spouse and notary certificate of marriage, legalised by the Ministry for Foreign Affairs.

- If single/divorced/widow/widower: Any other proof of regular income.
- 2. List of supporting documents to be submitted by applicants travelling for the purpose of business visit or short professional training
  - Proof of solvency:
    - Bank statements from the last 3 months, not deposits account
    - Proof of the solvency of the employing company, if the company pays the costs of travel and living; or
    - Proof of the applicant's personal solvency, in case personally covering the costs of travel and living
    - Proof of solvency for employees:
      - a sealed copy of the business licence of employing company
      - a 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 and fax numbers 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
        - 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
      - the person or the entity who will bear the applicant's travel and living costs
  - Original 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 guaranty 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
3. List of supporting documents to be submitted by applicants travelling for the purpose of visit to family/friends
- For minors (under the age of 18 years): student card and original letter of the school, mentioning:
    - full address, telephone number of the school
    - permission for absence
    - name and function of the person giving the permission
    - notary certificate of family relation or proof of guardianship, legalised by the Ministry for Foreign Affairs
    - if the minor is travelling alone or with only one parent: notary certificate of permission to travel from both parents or legal guardians legalised by the Ministry for Foreign Affairs, and when not in China, attested by the relevant authorities in the country of residence
  - (Official) invitation letter (not older than 6 months):
    - An official invitation issued by the authorities of the country of destination. It is also accepted to submit an invitation signed by the sponsor.
  - Original financial guaranty 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, legalised by MFA:
      - For friends visit: the relationship can be substantiated with original documents, original pictures, letter of invitation etc.
  - Chinese nationals: copy of all pages of "Hukou" (no translation)
  - Proof of solvency of the applicant: Bank statements from the last 3 months, not deposits account
    - For employees:
      - a sealed copy of the business licence of the employing company
      - a letter from the employer (in English, or in Chinese with English translation) on official company paper with stamp, signature, date and clearly mentioning:
        - address, telephone and fax numbers of the employing company;
        - the name and position in the employing company of the countersigning officer
        - the name of the applicant, position, salary and years of service
        - approval for leave or absence.
    - For retired persons:
      - Proof of pension or other regular income
    - For unemployed persons:
      - If married: Letter of employment and income of the spouse + Notary certificate of marriage, legalised by the Ministry for Foreign Affairs
      - If single/divorced/widow/widower: any other proof of regular income
4. List of supporting documents to be submitted by applicants travelling for the purpose of cultural/sport events
- Minors (under the age of 18):
    - 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, legalised by the Ministry for Foreign Affairs.
      - when the minor is travelling alone or with only one parent: notary certificate of permission to travel from both parents or legal guardians (legalised by the Ministry for Foreign Affairs, and when not in China,

attested by the relevant authorities in the parents'/legal guardians' country of residence.

- 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
      - an 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)
5. List of supporting documents to be submitted by individual members of an ADS Group
- Minors (under the age of 18)
    - Student card and original letter of the school, mentioning:
      - full address, telephone number of the school
      - permission for absence
      - name and function of the person giving the permission
      - notary certificate of family relation or proof of guardianship, legalised by the Ministry for Foreign Affairs
      - if the minor is travelling alone or only with one parent: notary certificate of permission to travel from both parents or legal guardians), legalised by the Ministry for Foreign Affairs, and when not in China, attested by the relevant authorities in the country of residence
  - For Chinese nationals: copy of all pages of "Hukou" (no translation):
  - Proof of solvency of the applicant:
    - Bank statements from the last 3 months, no deposits
    - For employees:
      - a sealed copy of the business licence of the employing company

- a letter from the employer (in English, or in Chinese with English translation) on official company paper with stamp, signature, date and mentioning:
  - address, telephone and fax numbers of the employing company
  - the name and position in the employing company of the countersigning officer
  - the name of the applicant, position, salary and years of service
  - approval for leave or absence
- For retired persons:
  - Proof of pension or other regular income
- For unemployed persons:
  - If married: letter of employment and income of the spouse and notary certificate of marriage, legalised by the Ministry for Foreign Affairs
  - If single/divorced/widow/widower: any other proof of regular income."