



# LAHORE CHAMBER OF COMMERCE AND INDUSTRY

11-SHARA-E-AIWAN-E-SANAT-O-TIJARAT, LAHORE – PAKISTAN

## APPLICATION FORM FOR CHINA VISA – VHD



I want to process my Visa through LCCI Visa Help Desk

Membership No.: \_\_\_\_\_ Member Since: \_\_\_\_\_

Name of Applicant for Visa: \_\_\_\_\_

Name of Owner (if different): \_\_\_\_\_

Applicant Relationship with Firm: \_\_\_\_\_

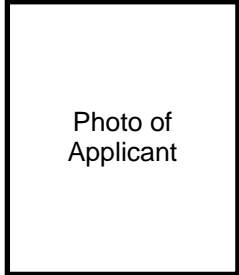
Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Applicant Passport No.: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Place of Issue: \_\_\_\_\_ Date of Expiry: \_\_\_\_\_

Mobile No.: \_\_\_\_\_ Email: \_\_\_\_\_



I undertake that all information mentioned above is true to the best of my knowledge and belief.

\_\_\_\_\_  
**Signature & Stamp of Member**  
(Authorized Representative of Firm / Company)

\_\_\_\_\_  
**Signature of the Applicant**

Recommended By (If any): \_\_\_\_\_ Sign & Stamp: \_\_\_\_\_

**FOR OFFICIAL USE**

\_\_\_\_\_  
**Application Received Officer**

\_\_\_\_\_  
**Head of Department**

\_\_\_\_\_  
**Approved by President**

Please turn over to see the list of attached documents.

## DOCUMENTS CHECKLIST FOR CHINA VISA

Sr.No.	Particulars	Attached	Not Attached
1.	Invitation letter from Chinese Companies (Specimen attached)		
2.	Printout of Visa Application Form to be filled online ( <a href="http://visaforchina.org">visaforchina.org</a> )		
3.	Three (03) Photograph with White background (33x48mm)		
4.	Photocopy of Passport <b>(2 Copies)</b>		
5.	Photocopy of Last Chinese visa with Entry and Exit Stamp if visited China within last 5 years <b>OR</b> Original Police Character Certificate Attested from Ministry of Foreign Affairs (MOFA), <u>82-Shadman-II, Lahore</u> for applicants visiting China for the first time or the applicants who visited China before 5 years		
6.	Request Letter for grant of Visa to “The Visa Officer, Embassy of the People’s Republic of China, Islamabad”, on Company’s Letterhead		
7.	Photocopy of LCCI valid Membership Certificate		
8.	Visa Recommendation Letter from LCCI		
9.	Photocopy of NTN Certificate and Tax Return of Business <b>(2 Copies)</b>		
10.	Recent six Months Bank Statement with Signature and Stamp (personal or company, issued before not more than 10 days at the time of submission) along-with account maintenance certificate must have minimum balance of Rs. 400,000/-		
11.	Tentative Air Ticket		
12.	Tentative Hotel Booking		
13.	Proof of Ownership: For Partnership Firm: Partnership Deed <b>(2 Copies)</b> For Private Limited Company: List of Directors <b>(2 Copies)</b>		

### **ADDITIONAL DOCUMENTS FOR EMPLOYEES**

Sr.No.	Particulars	Attached	Not Attached
1.	Undertaking in favour of Employee on Company Letterhead signed by the Owner (Specimen attached)		
2.	Photocopy of NTN (Employee)		
3.	Latest Income Tax Return (Employee)		
4.	Last Three Months Salary Slips		

# CHINESE COMPANY NAME

## Complete Address in China

Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Email: \_\_\_\_\_

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Date: \_\_\_\_\_

The Visa Officer,  
The Embassy of the People's Republic of China,  
Islamabad.

### INVITATION LETTER

Dear Sir / Madam,

We are inviting Mr. \_\_\_\_\_ of M/s \_\_\_\_\_ to China for business negotiations and meetings, which is scheduled from \_\_\_\_\_. He will bear all his travel expenses during his stay in China himself.

His particulars are as under:

Name: \_\_\_\_\_  
Passport No.: \_\_\_\_\_  
Issue Date: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Gender: \_\_\_\_\_

We request you to please grant him business visa for China enabling us to finalize our deals.

Thanking You,

Inviter Name / Designation  
Sign and Stamp

**IF APPLICANT IS AN EMPLOYEE OF LCCI MEMBER FIRM/COMPANY  
SPECIMEN UNDERTAKING  
(To be printed on Company Letterhead)**

**UNDERTAKING**

**BY APPLICANT (EMPLOYEE)**

I, Mr. \_\_\_\_\_ CNICN: \_\_\_\_\_

Designation: \_\_\_\_\_ of M/s \_\_\_\_\_

have been recommended by my Company/Organization to visit China for business purposes.

Applicant Signature: \_\_\_\_\_

**VERIFICATION BY OWNER OF MEMBER FIRM/COMPANY**

I hereby recommend Mr. \_\_\_\_\_ to visit China with the assurance that he will abide by all the rules and regulations of both countries and LCCI. The Company will bear all his boarding/lodging expenses during the visit. Moreover, I also undertake that he will proceed to China and return within the stipulated time and if he fails, the LCCI has full authority to blacklist my firm / company.

Company Owner Signature and Stamp: \_\_\_\_\_

Name: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Dated: \_\_\_\_\_