

[www.ctmstravel.com](http://www.ctmstravel.com)

p +44 (0)20 7866 8106  
f +44 (0)20 7117 4526  
e [info.uk@ctmstravel.com](mailto:info.uk@ctmstravel.com)  
Skype [ctms\\_london](#)

**ctms**  
BEYOND CORPORATE TRAVEL

Corporate Travel Management Solutions Ltd  
11-15 Betterton Street, Covent Garden,  
London WC2H 9BP

## OBTAINING YOUR CHINESE VISA

ctms – Corporate Travel Management Solutions is proud to have been appointed by the EIC to procure visas for the UK group members attending CIPPE 2010.



**The 10th China International Petroleum & Petrochemical  
Technology and Equipment Exhibition**

**March 22-24, 2010** New China International Exhibition Center, Beijing



We have been providing travel management services to a wide spectrum of companies worldwide for almost 20 years.

ctms affords the traveller the freedom to travel abroad with confidence. What might otherwise be a time consuming and potentially frustrating process, we can handle expeditiously. ctms helps to eliminate the risks resulting from travellers arriving at the airport or their destination with improper documentation.

Our constant contact with embassies and consulates has resulted in a sound understanding of procedures and protocols. This knowledge not only assists us to keep abreast of the most current visa regulations, but it gives us the edge when submitting documentation.

ctms offers a personalized, dependable visa service. We are accustomed to meeting tight deadlines and we understand the urgency of last minute trips. We provide a service with as quick a turnaround time as possible to meet the most urgent departure deadlines.

ctms has the experience, provides personal contact and is a source of reference for expedited visa and passport procurement.

### UK nationals require a visa to visit China:

#### BUSINESS VISA (F-visa)

**Business Visas (F-visa)** are issued to foreign citizens who are invited to China for research, lectures, business, exchanges in the fields of science, technology, education, culture and sports, or attending various kinds of **trade fairs or exhibitions**, or short-term study, intern practice, for a period of no more than 6 months.

A single entry visa is usually valid for entry within 3 months from the date of issue.

#### [ctms CANADA \(Head Office\)](#)

5000 Dufferin Street, Suite 219, Toronto, Ontario Canada M3H 5T5  
+1 416 665-CTMS (2867)

#### [ctms USA](#)

19068 NE 29th Ave, Miami, Florida, USA 33180  
+1 305 936-5399

## To obtain your Chinese visa you will need to submit the following documents:

*An appointment is necessary for your visa application to be submitted to the Chinese Consulate; we will do this for in advance of receiving your documents. Please inform us prior to sending your documents to us so we can book an appropriate time.*

- **Chinese Visa Application Form**

- This should be completed in black ink. Please type or print clearly and remember to sign it in the bottom right hand corner. If the form is completed incorrectly the application will be rejected. This form is downloadable from:  
<http://www.chinese-embassy.org.uk/eng/lsw/chivisa/ee/PO20081029054584072805.pdf>

- **Passport**

- You will have to lodge your actual passport, which will remain at the Chinese Consulate until the visa is issued. It should have a validity remaining of at least 6 months after your exit date from the country. A full empty visa-designated page is necessary in order for the Consulate to place the Chinese visa.

- **Passport-type Photograph**

- This should be similar in style to the usual passport type photograph available from photo booths.

- **Chinese Visa Support Document (Invitation)**

- A Letter of invitation from a company, or institution, in China or a visa notification form issued by an authorized unit in China. This should be provided by the Exhibition organisers once you have registered your participation.

- **Other Documents**

A letter of introduction from your company stating the purpose of your visit is required to support your application; please include the following details:

- Name;
- Date of birth;
- Nationality;
- Passport number;
- Duration of stay (dates of travel if available);
- Place of stay (with post code if available);
- Purpose of travel (i.e. attending CIPPE 2010)

Holders of passports other than UK ones may be required to provide additional documentation, please [contact us](#) for further details.

**Please apply for a visa about one month in advance of your intended date of entry into China, and no earlier than 3 months prior to your intended date of entry into China.**

Please deliver your documents to ctms Ltd at:  
Garden Studios, 11-15 Betterton Street, London, WC2H 9BP

**ctms CANADA (Head Office)**

5000 Dufferin Street, Suite 219, Toronto, Ontario Canada M3H 5T5  
+1 416 665-CTMS (2867)

**ctms USA**

19068 NE 29th Ave, Miami, Florida, USA 33180  
+1 305 936-5399

## WHEN WILL MY VISA BE READY?

Depending on service chosen, your passport & visa will be ready in 3 or 4 working days after it was lodged with the Consulate. We shall make every effort to post your Chinese visa back to you the same day we receive it from the Consulate. Normally, your passport will be sent to you by Royal Mail Special Delivery (subject to a charge of £6). A courier delivery is available on request (subject to an additional charge).

If you are collecting in person, you will be able to have your passport the same day we receive it from the Chinese Consulate provided our messenger is back before 1800.

## CHARGES

The cost of your visa to China is made up of two charges:

### 1. CHINESE CONSULATE FEE:

PROCESSING TIME: 4 WORKING DAYS (STANDARD)	
VISA VALIDITY	BUSINESS VISA
single entry	£60 + VAT

  

PROCESSING TIME: 3 WORKING DAYS (EXPRESS)	
VISA VALIDITY	BUSINESS VISA
single entry	£70 + VAT

### 2. VISA LODGING FEE:

SERVICE	FEE
Standard	£30 + VAT = £34.50
Express	£50 + VAT = £57.50

## TERMS & CONDITIONS

In the event of loss or damage to any passport or documents received, the liability of ctms Ltd will be limited to the actual value of the passport & documents up to a maximum of £75 per applicant. Ctms Ltd accepts no liability for consequential loss. The Chinese Consulate's visa processing fee is not refundable. Single entry visas are issued only for the dates mentioned on your invitation (which should match those on your application form). You do not have the flexibility to change your entry/exit dates outside of the dates specified on your invitation/visa. For more information please see contact us for our full terms & conditions.

If you require any assistance please contact our visa section  
[visa.uk@ctmstravel.com](mailto:visa.uk@ctmstravel.com) or telephone 020 7866 8108