

商务签证（M 字签证）申请材料清单（去过中国三次及以上）

Checklist for Business Visa (M-Visa) Application

*For applicant who has been to China more than three times

*请按清单顺序准备签证申请材料，打印该清单并附在申请材料首页。

Please provide the following documents and gather your documents in the order of the checklist. The checklist should be printed and included in your application as the cover page.

	领事专用栏 Official only
1. 《中国签证在线填表确认页》（本人签字，照片合格） Confirmation page of online visa application (signed and photo check passed)	
2. 《中国签证申请预约凭证》（右上角带条形码） Confirmation of appointment for visa Application (with barcode at the top right corner)	
3. 填写完整的《中华人民共和国签证申请表》一份（右上角带条形码） One fully completed Visa Application Form (with barcode at the top right corner)	
4. 申请人的有效护照及护照资料页复印件，护照必须在行程前至少 6 个月有效，且至少有 2 张空白签证页。 Original passport and photocopy of the information page. Passport must be valid for at least 6 months from the date of application, with 2 or more blank visa pages.	
5. 2 张证件照片 2 passport-sized photographs with white background	
6. 所在公司介绍信，详细介绍申请人姓名、护照号码和赴华目的。 Introduction letter from employee. Incl. name, passport number, purpose to China.	
7. 中国境内贸易合作方出具的邀请信、经贸交易会请柬等邀请函件。该邀请函须包含以下内容： (1) 被邀请人个人信息：姓名、性别、出生日期、护照号码等； (2) 被邀请人来华信息：来华目的、抵离日期、逗留地点、与邀请单位或邀请人关系、在华期间费用来源等； (3) 邀请单位或邀请人信息：邀请单位名称或邀请人姓名、联系电话、地址、邀请单位印章、邀请单位法定代表或邀请人签字等。邀请函可以是传真件、复印件或打印件，但领事官员可能要求申请人提供邀请函原件。 Letter of invitation issued by a trade partner in China, or trade fair invitation, etc. The invitation letter should contain: a) Information of the applicant (including full name, gender, date of birth, passport number, etc.); b) Details of the planned visit (including purpose of visit, arrival and departure dates, place(s) to be visited, relationship between the applicant and the inviting party, details of any financial support to be provided during the stay in China); c) Information of the inviting party (incl. name, contact number, address, official stamp, signature of the legal representative or individual).	

8. 往返机票和预订酒店信息订单 Documents showing the itinerary including air ticket booking record (round trip) and proof of a hotel reservation, etc.	
9. 最近 4 个月的银行流水账单或其他存款证明，平均每人不低于 6 万塞地 ORIGINAL bank statement within latest FOUR Months and SIGNED AND STAMPED by the bank. Not less than 60,000 cedis per person.	
10. 所在公司营业执照和纳税记录 Company certificates and Tax clearance record.	
11. 非加纳籍公民申请签证，还须提供：有效期不少于半年的在加纳居留、工作或学习许可等正本及复印件。 For citizens of other countries, the following supplementary document are required: The original and photocopy of residence, work or study permit in Ghana with a minimum validity of six months remaining.	

注意：必要时，领事官员可视情要求申请人提供其他证明文件或补充材料，或要求与申请人面谈。领事官员根据申请人的具体情况决定是否颁发签证及签证的有效期、停留期限和入境次数。

NOTICE : If necessary, the consular officer may require the applicant to provide other proof documents (real estate documents, land documents , vehicle ownership documents or any property ownership documents)or supplementary materials , or require an interview with the applicant. The consular officer will decide on whether or not to issue the visa and on its validity, duration of stay and number of entries in light of specific conditions of the applicant.