

SECTION II.D OPTIONAL FORMS

FORM 21 INVITATION LETTER TO CHINA

DEADLINE: 11 MAY 2026

INSTRUCTIONS ON HOW TO APPLY FOR A CHINESE VISA

To apply for any type of Chinese visa, the following is required:

One completed visa application form, a valid original passport with blank pages. More documents are required if applying for:

Tourist visa	L	Airline ticket or the itinerary.
Business visa	F	An invitation letter/ fax from a Chinese Government department or government-authorized company
Work visa	Z	An employment permit from the Ministry of Labour or the State Bureau of Foreign Experts of China together with an invitation letter from the company authorized by the Chinese Government
Student visa	X	JW-201 or JW_202 form issued by the Ministry of Education of China and a letter of admission from a Chinese University / College
Transit Visa	G	A valid visa for the country of destination and the letter from the department of work unit. Duration of transit visa is about 7 days. For British passport holder, a Chinese visa is required even to stop over in an airport of China
Journalist Visa	J-1 or J-2	A letter from the Information Department of the Ministry of Foreign Affairs or the Foreign Affairs Office of Shanghai or Guangdong Municipality Government and a letter from the work unit.
Permanent Visa	D:	A Permit letter from a local government of China

Visa validity A single or double entry visa is usually valid for entry within 3 month from the date of issue. The multi-entry visa is divided into three categories, namely half a year / one year / two to five years visa

Duration of stay / number of entries Duration of stay of a visa may vary. It is possible to extend the duration of stay of a visa in China. Visa is always required wherever you enter the Chinese mainland even from Hong Kong or Macao

Requirements towards passport

A There must be at least one totally blank page in the passport. Pages for endorsements or amendments can not be used as a visa page

B Single or double entry visa require a passport valid for at least 6 months. For multiple entry visa, a passport should be valid for at least 9 Months A photo of the person using said passport should be affixed to the form. The full visa fee will apply

Where to apply for a Chinese visa Applicants should apply for the Chinese visa in person or through a third party (e.g. travel agencies). It takes 2 weeks to process the application, so there is no same day or express service. It is recommended that your passport(s) should be sent by registered mail for security and proof of mailing purposes. Please enclose a self addressed envelope, the visa application form and payment (visa fee and service fee - see item: visa fee).

NOTES

- 1 The application for a visa may be declined if the applicant fails to provide with true and complete information on the visa application form.
- 2 The applicant should check the issued visa upon collection and, if necessary raise any queries at the same. Once accepted, they should follow the content of the visa while visiting China. If there is no immediate inquiry relating to the issued visa, the applicant is held responsible under any circumstances thereafter.
- 3 The person holding X, D, or J-1 visa shall go through residential formalities in the local public security departments of China within 30 days of the date of entry.
- 4 The applicant should not engage in activities incompatible with his / her status when he/she enters China
- 5 For foreign visitors employment in the territory of China is prohibited without approval

Visa service for exhibitors and visitors

Most foreigners are required to obtain an entry visa before entering China, and we will assist in providing invitation letter services to facilitate visa applications.

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Summary of China Entry Visa Policies

○ 26 countries with mutual visa exemption agreements with China

Citizens holding ordinary passports from the 26 listed countries are generally allowed to travel to China without a visa for a single stay of up to 30 days for the purposes of business, tourism, family visits, exchange visits, or transit.

Asia: Singapore, Thailand, Kazakhstan, Maldives, Qatar, Armenia, Georgia, United Arab Emirates, Uzbekistan, Republic of Azerbaijan

Europe: Albania, Belarus, Bosnia and Herzegovina, Serbia, San Marino

America: Antigua and Barbuda, Barbados, Bahamas, Dominica, Grenada, Suriname

Oceania: Fiji, Tonga, Solomon Islands

Africa: Seychelles, Mauritius

○ 47 countries with unilateral visa-free travel to China

Citizens holding ordinary passports from the 47 listed countries can enjoy a 30-day unilateral visa-free stay in China for purposes of business, tourism, family visits, exchange visits, or transit.

Asia: Negara Brunei Darussalam, Malaysia, Republic of Korea, Japan, Kingdom of Saudi Arabia, The Sultanate of Oman, The State of Kuwait, The Kingdom of Bahrain

Europe: France, Germany, Italy, Spain, Netherlands, Switzerland, Ireland, Hungary, Austria, Belgium, Luxembourg, Poland, Portugal, Greece, Cyprus, Slovenia, Slovakia, Norway, Finland, Denmark, Iceland, Andorra, Monaco, Liechtenstein, Bulgaria, Romania, Croatia, Montenegro, North Macedonia, Malta, Estonia, Latvia

America: Brazil, Argentina, Chile, Peru, Uruguay

Oceania: Australia, New Zealand

○ 240-Hour Visa-Free Transit Policy

China extends visa-free transit to 240 hours. Conditions for Foreign Nationals applying for the 240-Hour Visa-Free Transit Eligibility:

1. The applicant must be a citizen of one of the following 55 countries that are eligible for the visa-free transit policy:

Asia: Republic of Korea, Japan, Singapore, Brunei, United Arab Emirates, Qatar, Indonesia

Europe: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, Russia, the United Kingdom, Ireland, Cyprus, Bulgaria, Romania, Ukraine, Serbia, Croatia, Bosnia and Herzegovina, Montenegro, North Macedonia, Albania, Belarus, Norway

America: The United States of America, Canada, Brazil, Mexico, Argentina, and Chile

Oceania: Australia, New Zealand

2. The applicant must hold a valid international travel document (with a validity of at least three months) and meet the requirements for entering a third country (region).

3. The applicant must hold interline passenger tickets or other documents with a specified date and seat to a third country (region) within 240 hours, complete the Arrival Card for Temporary Entry Foreigners, and cooperate with checks and inquiries by exit-entry border inspection authorities.

Foreigners who meet the above conditions may submit applications to the border inspection authorities at 60 ports of entry in various places, such as Beijing and Shanghai. The border inspection authorities will process their temporary entry procedures, and the stay period specified in the policy begins at 0:00 on the day after the day of entry. Subject to the relevant provisions if applicable to a mutual visa exemption agreements signed with China or China's unilateral visa exemption.

Further information

The above policies shall be subject to the release and interpretation on the official website of the Ministry of Foreign Affairs of China.

The homepage of the Ministry of Foreign Affairs of the People's Republic of China at www.fmprc.gov.cn/eng/ (Overseas Missions => Chinese Embassies) features a link to your country's embassy where you can download and print the visa application form and get additional information on the application procedure.

Attention:

We strongly recommend submitting your application more than a month before leaving. Besides, an official invitation letter is necessary for foreigners to apply for a visa to China based on the current policy.

Last update: September 2025

If you need our company invitation letter, please contact us via email:

Mr. Mario Ma

Tel: +86-21 2020 5531

Email: mario.ma@mm-sh.com

SECTION II.D OPTIONAL FORMS

FORM 21 INVITATION LETTER TO CHINA VISA APPLICATION

DEADLINE: 11 MAY 2026

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza, 1788-1800 Century Avenue. Pudong New Area, Shanghai 200122 / P.R.China Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 Email: Mario.ma@mm-sh.com Contact Person: Mr. Mario Ma / ext. 831	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in Charge:	
	Signature:	Date:
	Hall / Booth No.:	

Please supply information as listed below for those who need an invitation letter to support their application for a visa. Accurate information is essential. Full details must be clearly typed.

<u>Invitation Letter Processing Fee: Free of charge.</u>	
Company Name: _____	
Address: _____	
Telephone: _____	Fax: _____
Surname: _____	First Name: _____
Gender: _____	Nationality: _____
Passport No: _____	Place & Date of Birth: _____
Date of Arrival: _____	Job Title: _____
Date of Departure: _____	
Country/ City of Embassy where you would like to apply visa: _____	

Procedures:

1. Please make photocopies of this form if more than one applicant requires visa invitation letter.
2. Please fill in the application form in capital letters or type and return it to us as soon as possible. We will precede your visa invitation letter immediately.
3. Please submit the application form together with the following required documents according to the procedure policy.
 - ✓ passport copy
 - ✓ entry record to China
4. Once approved, we will send you an invitation letter via fax or email.
5. If the original invitation letter is required by the Chinese embassy/consulate in your country, a courier fee will occur for the express mail service.
6. Please take this invitation letter together with your passport to your embassy or consulate to apply visa.
7. Your embassy or consulate may have an additional charge for their paperwork.

Attention:

Please be reminded that all applicants' passports must be valid for at least **SIX MONTHS** beyond the intended date to enter China or any other destination.

Due to the current policy, the invitation letter will be issued according to the applicant's specific situation. For detailed policy and requested documents adjustment, please contact The Chinese embassy and consulate in your country.

PLEASE SEND THE APPLICATION FORM TOGETHER WITH YOUR PASSPORT COPY