

Chinese Enterprises Employee Apply APEC Business Travel Card

(Introduction)

Shenzhen Version

1. Introduction to APEC Business Travel Card :

APEC Business Travel Card is equivalent to a 5-year multiple-entry visa. With the card and a valid passport, the cardholder can make multiple trips to and from the 16 APEC economies within five years and without applying for a visa, maximum duration of a single stay may varies from followings:

☆ Economies allowing 60 days of stay: Indonesia, Malaysia, Philippines, Singapore, Vietnam, Papua New Guinea

☆ Economies allowing 90 days of stay: Australia, New Zealand, Russia, Japan, South Korea, Thailand, Brunei, Mexico, Peru, Chile

2. Application Conditions :

Requirements for Enterprises :

- A. Established in Shenzhen, with independent legal representative and close business contacts with APEC economies (excluding Hong Kong, Macao and Taiwan)
- B. Annual tax payment over 300,000 RMB
- C. More than 30 employees
- D. Due to business needs, frequently visit APEC economies
- E. The Enterprise is a large, famous, outstanding, contains latest technology with awards or having a potential business for development etc ...

Requirements for Applicants :

- A. Enterprise managers and major foreign contact-er frequently travel to APEC economies because of business needs
- B. Continuously working more than 6 months at the enterprise when submit application.
- C. Applicant must be Chinese citizen
- D. Applicant has no criminal record
- E. Valid passport
- F. No Visa rejection records, especially APEC economies.

3. Required Materials :

1. Business license
2. Business registration information (including basic, shareholder and member information)

3. Signature specimen for the person in charge (with official seal); If the person in charge is not the corporate legal representative, please provide that person's job description file, ID card copy
4. Enterprise Tax payment certificate for last year
5. Number of employees (online fill in correct figure)
6. Proof of business information between enterprises and APEC economies, including customs declaration forms, non-import and export enterprises provide contracts, agreements, memorandum, project plans etc signed with APEC economies
7. Applicant basic information (online fill in the correct info)
8. Applicant download APEC Business Travel Card Application Form and fill it up
9. Shenzhen Social Security participation proofing (please provide the enterprise last 6 months payment records)
10. ID card copy
11. Applicant non criminal record (issued by police department within 3 months)
12. Applicant passport copy with information page (with photo & personal description); passport valid date within 5.5 years (if passport valid date less than 5.5 years, after the expiration of the passport, need to apply a new APEC card)

4. Basic Charges :

APEC Card : RMB ¥ 720 per card

Delivery Fee: RMB ¥ 1200 per card

Our Service Fee for consultation and Document Preparation : Please contact us

5. Application time :

Approximate 6 months

6. Frequently Asked Questions

1. How long does it take to apply APEC Business Travel Card?

A: The time for each APEC economy to review the applicant is vary, no actual time to complete, generally takes about 6 months.

2. What activities can I use the APEC Business Travel Card for?

A: The APEC Card is only applicable for business purposes, cannot be used for non-business purposes such as tourism, visiting.

3. Can the cardholder travel to and from Hong Kong and Taiwan with the APEC Business Travel Card?

A: NO. Cardholder shall apply for others travel documents travel to Hong Kong and Taiwan in accordance with the original method.

4. My APEC Business Travel Card is still being processed. What should I do if I must go to a certain APEC economy ?

A: According to list of country approved, there are two answers to process :

ONE : If it has been approved, you can write to the Shenzhen Foreign Affairs Office, apply for business card printing in advance, holding the APEC card go to that country.

TWO : If not yet approved, you can apply Visa go to that country

5. What should I do if I change my passport or the APEC Business Travel card is damaged during the validity period?

A: You can apply to the Shenzhen Foreign Affairs Office to change the card, provide followings: application letter with explanation , existing card, passport information page.

6. What should I do if I lose my APEC Business Travel card?

A: APEC card is a important document same as passport. In case of loss, card holder should report the loss to Shenzhen Foreign Affairs Office immediately. To replace the card, applicant should provide the explanation letter, loss report certificate, passport information page and other materials.

7. APEC Business Travel Card Holder resign or transfer to another department need to return the APEC Card ?

A: During the validity period of the travel card, cardholder should not continue to hold the travel card due to transfer or other reasons such as resign, and its affiliated enterprise should submit a written application to the Shenzhen Foreign Affairs Office for cancellation of the card, and the original card should be returned. If previous card holder's new company fit to the requirement can apply the new APEC card.

8. Can foreigners apply APEC Business Travel Card in China?

A: No. Foreigners apply APEC card should apply from their nationality country. China do not accept the applications for foreigners.

9. Which economies will have "Visa Coverage"?

A: Australia, New Zealand and Papua New Guinea only allow applicants to hold one valid visa, if an APEC Business Travel Card is applied for and approved within the validity period of the APEC Business Travel Card, the shorter valid visa will cover the APEC Business Travel Card valid for five years, resulting in the expiry of the APEC card.