



China Document Checklist

China Tourist Document Checklist

Document	Description	Format
Original Passport	Original Passport and Old Passport if any	
2 Photograph	Photographs latest fresh photo no.3 (size 3.5mm x 4.5mm matt finish, face image 80% close, white background). Ears should be visible	
Application form	Online submitted application form with Signature	
Vaccination certificate	Vaccination Certification linked with passport	
Cover letter	Personal Covering letter address to Consulate General of China, Mumbai , with mention Visit purpose , Travel Date, applicant full name as Passport details, Work profile, where will staying in China, travel date, who will bear expenses, Home address, Mobile No	Tourist Covering Letter sample
Flight Ticket	Onward & Return Flight Ticket	
Hotel Reservation	Hotel Confirmation from China on hotel letterhead with hotel seal and signature	
Day To Day Itinerary	Details of the planned visit (incl. arrival and departure dates, place(s) to be visited, accomodation arrangements, etc.);	
Bank Certificate	Original last 06 month bank statement with stamp and sign on each page and should have minimum 2 lakh balance	
Leave Letter From Company	Leave letter on company letterhead with authorized Signatory	Leave Approval Sample
Bonafide Certificate for Student	Leave letter on School letterhead with authorized Signatory	School Certificate Sample
If Self Employed	Company GST	

Address Proof

If Passport is issued from different jurisdiction

Outstation District passports pls submit their Residence any 2 from below list:

- Proof Telephone bill (Period should last month only)/ Electricity Bill (Period should last month only)
- Valid Register Lease Agreement/ Leave and Licenses
- Valid Register Rent agreement
- Letter from company mentioning address Allotment Letter need authorize person name, signature, designation and company stamp.
- Society Letter with mention authorize person name, signature, designation and Society Stamp.

China Business Document Checklist

Document	Description	Format
Original Passport	Original Passport and Old Passport if any	
2 Photograph	Fresh Photographs (size 33x48mm in color with white background image 80% close, white background). Ears should be visible	
Application form	Online submitted application form with Signature	
Vaccination certificate	Vaccination Certification linked with passport	
Cover letter	Covering letter from the Indian Company	Cover Letter Sample
Company Registration Proof	GST certificate	
Invitee Document	Invitation letter from Inviting Chinese company	
Authorized Signatory Chinese ID card copy (Front and back)	Chinese ID card copy of Authorized Signatory on Invitation letter	
Exhibition Letter	If travelling for an exhibition, then provide the exhibition letter and hotel voucher	
Address Proof	If Passport is issued from different jurisdiction Outstation District passports pls submit their Residence any 2 from below list: • Proof Telephone bill (Period should last month only)/ Electricity Bill (Period should last month only) • Valid Register Lease Agreement/ Leave and Licenses • Valid Register Rent agreement • Letter from company mentioning address Allotment Letter need authorize person name, signature, designation and company stamp. • Society Letter with mention authorize person name, signature, designation and Society Stamp.	