

CHINA VISA ASSISTANCE (7-10 working days)

RATE PER APPLICANT	P 4,000
INCLUSIONS	EXCLUSIONS
<ul style="list-style-type: none"> ✓ VISA CONSULTANCY ✓ NON APPEARANCE (Submission and Collection) ✓ VISA FEE FOR 15 or 30 days (depending on Embassy) 	<ul style="list-style-type: none"> ✗ COURIER FEE FOR DOCUMENTS TO BE RETURNED METRO MANILA – P200 NORTH / SOUTH LUZON – P250 VISAYAS / MINDANAO – P300

VISA REQUIREMENTS CHECKLIST – All Original Documents to be submitted to the office

STEPS IN CHINA VISA PROCESSING (NON-APPEARANCE)

1. Pay the Visa Assistance Fee and submit all original documents in the checklist. Make sure everything is complete because the embassy will not accept incomplete documents.
2. We will forward the application to China Embassy, processing time is up 7-10 working days. Once approved, you can collect your passport with visa sticker in the office or through courier

CHECKLIST (put ✓)	Primary Requirements
	Philippine Passport with at least 6 months validity (make sure Page 3 is signed)
	Old Philippine Passport Note: If new passport only, if cannot find old passport, if never had a passport before, embassy requires an explanation letter.
	Photo Copy of the Passport's Bio Page (Page 2) and Emergency Contact Page (Last Page)
	Photocopy of used previous CHINA visa
	Photocopy of previous and valid advanced visa for frequent travelers (USA, CANADA, UK, SCHENGEN, JAPAN, AUSTRALIA, NEW ZEALAND, KOREA)
	4 pcs Colored Photo Chinese Visa size (48mm x 33mm) with white background
	Original PSA Birth Certificate should be not more than 1 year old
	Original PSA Marriage Certificate (if applicable) should be not more than 1 year old
	Type Written and Signed Application Form in A4 Optional: Add 250/applicant if you want us to fill it up for you.
	Day to Day Itinerary, Hotel Voucher and Airline Ticket Optional: Add P1,000/applicant if you want us to prepare for you.
CHECKLIST (put ✓)	Financial Requirements
	Original Bank Certificate with Official Receipt from Bank (Ideal amount for the current balance is P100,000) Including type of account, opening date, average daily balance and current balance
	Original Bank Statement for the past 6 months (very strict) (Ideal amount for the Average Daily Balance is P50,000)
	ITR (Income Tax Return) Form 2316 for individual / Form 1701 or Form 1702 to for companies NOTE: If No ITR – kindly provide a notarized affidavit explaining why there's no ITR
If applicable (put ✓)	Additional Requirements if Employed
	Original Signed Certificate of Employment (indicate applicant's position, date hired, compensation, office address, HR landline number & HR email address)

	Photocopy of Company ID
If applicable (put✓)	Additional Requirements if Business Owner
	Photo Copy of DTI or SEC Permit (includes Names & signatories of the corporation)
	Photo Copy of Mayor's Permit
	Photo Copy of BIR company registration
If applicable (put✓)	Additional Requirements for Professionals
	Photo Copy of PRC Card or IBP Card
If applicable (put✓)	Additional Requirements for students
	Original Copy of School Certificate
	School ID

Important Notes:

1. For sponsored applicants, the sponsor should be an immediate family. The sponsor will provide financial requirements while all applicants will submit PSA documents to prove relationship (Birth Certificate and/or Marriage Certificate). We will also provide a letter of sponsorship to be filled-up by the sponsor

Note: PSA Birth Certificate and Marriage Certificate should be not more than 1 year old

2. For invited applicants, the inviter should provide a personal letter of invitation. Inviter will also provide copy of passport, valid residence visa in China / Chinese National ID. The applicant must also provide proof of relationship with the inviter.

3. Visa approval is at the discretion of the Visa officers. We cannot guarantee 100% approval.

4. In case we found the documents insufficient, we will return the documents and charge P500/applicant as assessment fee including the courier fee. Remaining payment will be refunded to you.

5. Visa submission is within 3 working days after the receipt of complete documents and if there are no additional requirements needed. We strongly suggest applying at least 1 month prior to travel date because there are times where the visa officer is requesting for additional documents.

6. For denied application, you can re-apply after 6 months. No Refunds for the Visa Assistance fee.

VISA INQUIRIES

Email: visa@gladextours.com
 Gladex Visa Hotline - 09811735417