

**商务签证（M 字签证）申请材料清单**  
**Checklist for Business Visa (M-Visa) Application**

商务签证（M 字签证）发给赴中国进行商业贸易活动的人员。

**Business Visa (M-visa) is issued to those who intend to go to China for commercial and trade activities.**

\*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.**

	Check box
1、申请人的有效护照，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 valid for at least 6 months from the date of application, with 2 or more blank visa pages.	
2、护照资料页及延期页(如有)和最近一次中国签证的复印件(如有)。 Photocopy of the information page and extension page (if applicable) of the passport and last Chinese Visa copy (if applicable).	
3、网上填写完整的《中华人民共和国签证申请表》一份，需要按照相关要求上传本人正面免冠、浅色背景的彩色护照近照一张，然后彩色打印一份上述表格。 One fully completed Visa Application Form online with a recently-taken color passport photo (full face, front view, and bare head, against a light background)。Then make a color copy of the above form.	
4、中国境内有关单位出具的邀请函。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； (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； (3) 邀请单位信息：邀请单位名称、联系电话、地址、邀请单位印章、邀请单位法定代表签字。 *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。 An official invitation PU letter issued by the relevant unit in mainland China and invitation letter from Chinese company in mainland China. The invitation letter should contain: a) Information of the applicant (incl. full name, gender, date of birth, passport number); b) Details of the planned visit (incl. 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. full name, contact telephone number, address, official stamp, signature of the legal representative). *The invitation letter may be in the form of fax, photocopy or computer printout, but the consular officer may require the applicant to submit the original of the invitation letter.	
5、南非公司出具的雇员信。 The employment letter from the South African company.	
非南非籍公民申请签证，还须提供： For citizens of other countries, the following supplementary document is required: 有效期不少于半年的在南非居留、工作或学习许可等正本及复印件。 The original and copy of residence, work or study permit in South Africa with at least six months of remaining validity.	

必要时，领事官员可根据情况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。

**If necessary, the consular officer may require the applicant to provide other proof 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.**

所有提交的文件必须是中文或英文。

**All documents submitted must be in Chinese or English.**