

# INVITATION LETTER OF DULY AUTHORIZED UNIT

## (被授权单位邀请函)

Invitation Letter of Duly Authorized Unit is a pre-approval document issued by a Chinese Government agency.

It **MUST** be written in Chinese language and must include the following information:

- (I.) Information about the applicant: name, sex, date of birth, nationality, passport number.
- (II.) Information about applicant's visit in China: purpose of the visit, duration of the visit, place of the visit, relationship between the applicant and the inviting organization or company, way of financing.
- (III.) Information about the inviting organization or company: name of the organization or company, telephone number, address, issue date of the invitation letter, stamp and signature of the representative of the organization or company

**How** to obtain Invitation Letter of Duly Authorized Unit?

**Who** can obtain it for you: your inviting company/organization in China. (Please notify your contact in China that you need this form. It is their responsibility to obtain it for you.)

**Where** You may advise the Chinese inviting company to contact with one of the agencies listed below for details:

**Municipal Foreign Affair Office** (市政外事办事处) in:

Beijing <http://www.bjfao.gov.cn>

Shanghai <http://www.shfao.gov.cn>

Tianjin <http://www.tjwsb.gov.cn>

Gansu <http://www.gsfao.gov.cn>

Hainan <http://dfoca.hainan.gov.cn>

Shanxi <http://www.faosx.gov.cn>

Yunnan <http://www.e-yunnan.com.cn>

Changchun <http://www.ccfao.com.cn>

**Municipal Commission of Commerce** (市政商务委员会) in: Beijing

**Foreign Economic Relations & Trade Commission**

(对外经济贸易委员会) in: Hubei, Shanghai, Shenzhen, Tianjin

**International Trade Promotion Commission** (国际贸易促进委员会)

**Foreign Trade and Economic Cooperation Bureau/Department**

(对外贸易经济合作局) in the following provinces:

Anhui, Chongqing, Dalian, Gansu, Guangdong, Guangxi, Harbin, Hebei, Inner Mongolia, Hainan, Henan, Heilongjiang, Hunan, Jiangsu, Jiangxi, Jilin, Liaoning, Ningbo, Ningxia, Shangdong, Shannxi, Shanxi, Sichuan, Sinkiang, Qinghai, Yunnan, Zhejiang

**Time for approval:** 5 to 10 working days

**Documents required:** a passport photocopy, return plane ticket, your company's business license (preferably translated into ENG), detailed itinerary, and a hotel confirmation letter should be submitted to the Chinese local authority by the Chinese inviting company.

**被授权单位邀请函**  
Invitation Letter of Duly Authorized Unit

编号/No. : [redacted]

此函仅限申请人前往中华人民共和国驻 捷克 大使馆(总领馆/领事馆/处) 或中华人民共和国外交部驻        特别行政区特派员公署申请签证时使用。  
Please apply forthwith for visa at the Embassy(Consulate General/Consulate/Office) of the P. R. China in Czech or the Commissioner's Office of the Foreign Ministry of the P. R. China in        SAR with this letter.

被授权单位名称 Name of Duly Authorized Unit		北京市商务委员会			
被邀请人情况 (邀请单位: 联想(北京)有限公司) Information of the Invited					
	外文姓名 Full Name	性别 Sex	出生日期 Date of Birth	国籍 Nationality	护照号码 Passport No.
1	[redacted]	男	[redacted]	捷克	[redacted]
2	/	/	/	/	/
3	/	/	/	/	/
4	/	/	/	/	/
5	/	/	/	/	/
申请签证有效期 Validity of Visa Intended to Apply	[redacted]	拟入境次数 Number of Entries	[redacted]	最长停留天数 Longest Stay	[redacted]
拟入境日期 Date of First Entry	[redacted]	访问地点 Places to Visit	[redacted]	事由 Purpose of Visit	[redacted]
联系人 Contact Person	[redacted]	被授权单位盖章及负责人签署 Seal and Signature			
电话 Tel	[redacted]				
传真 Fax	[redacted]				
邮箱 E-mail	[redacted]				

注: 本函限五人使用。不足五人的空白部分, 请对角划一斜线。超过五人另行出函。  
Note: This letter is for 5 people at most. Please cross a diagonal in the blank space if