

Checklist for Business Visit Applications

1. Completed and signed VAF.
2. Correct fee.
3. Appropriate recent photo attached securely to the front top right hand corner of the VAF.
4. Letter from UK company.
5. Letter from Chinese company.
6. Evidence of funding (if large well known Chinese Company not necessary)
7. Evidence of applicant's employment.
8. Business licence of Chinese company (if large well known Chinese Company not necessary).
9. Family book.
10. Evidence of immigration status in China if NOT a Chinese national. e.g Chinese visa.
11. Any previous passports you still have.
12. Evidence of any personal sources of income.
13. Details of any criminal convictions in this country or elsewhere.
14. Evidence of marital status e.g. marriage or civil partnership certificates, divorce certs (unless single)
15. Details of any hotel and flight bookings already made
16. Evidence of your company's previous dealings with the UK company e.g. contracts/ sales invoices.
17. Any other documentation you consider relevant to your application.