

Checklist for PBS Tier 2 Intra Company Transfers 跨国公司人员调动

Name: _____ (姓名)	Purpose of Visit: _____ (访问目的)		
Passport Number: _____ (护照号)	Group No. if relevant: _____ (团号, 如有)		
<i>Applicants should provide originals and copies of each document</i> 申请人需要提交所有文件的原件及复印件	Yes/有?	No/ If not, why not? 没有? 如没有, 注明原因	For official use: dox present?
Attributes 条件特征			
<i>Reference Number for Certificate of sponsorship / 担保证明的编号</i>			
<i>6 months employment evidence / 六个月的雇佣关系证明</i>			
<i>Qualifications 资格证书</i>			
• Original Certificate of award 奖项证明原件			
• Academic reference 学历证明			
• Academic transcript 成绩单			
Control 控制标准			
<i>Maintenance 生活费用</i>			
• "A" rated sponsor undertaking on Certificate of Sponsorship A等担保人提供的担保证明			
Or 或			
• 3 months bank statements /3个月银行对账单			
• deposit slip and certificate covering 3 months 多于三个月的存款单据及凭证			
• bank book covering 3 months / 3个月费用之存折			
• internet bank statements with letter from bank 银行内部开具的证明信			
• letter from regulated financial institution /金融机构证明信			
Dependants 附属申请人			
• evidence of relationship /关系证明			
• evidence of maintenance as above / 生活维持费用证明			
• copy of sponsors passport / 担保人护照复印件			

The applicant should ensure they have read the guidance carefully and submit the specified documents.

Applicants must ensure that their financial documents are dated no more than 1 month prior to the date they submit their application.

申请人须保证已阅读须知并提交所需材料。申请人须保证财务类材料获取日期在提交申请前一个月以内。

Inquiry Officer to delete as appropriate (资料审核员根据适用情况选择)

1. The applicant has confirmed that s/he has no other documents to submit OR
申请人已经确认她/他不提交其他文件 或者

2. The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.

申请人已经递交了上述文件, 我已通知其不提交所有必要文件会导致被拒签, 但其选择继续提交申请。

VISA Fee (签证费)		NAME OF TRAVEL AGENT 代理名称	
Courier Fee(If any)快递费 (如选)		ADDRESS 地址	

Other Fees (其他费用)		TEL 电话	
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Name & Signature of Inquiry Officer (资料审核员签名)

Date/日期: -----

Applicant's Signature (申请人签名)