

China Document Legalisation

Thank you for requesting an application pack for a China Document Legalisation.

You **MUST** complete the following three sections and then return the application pack and all supporting documents to China Travel Visas:

- 1 Checklist of the documents required
- 2 Service options
- 3 Delivery and payment information

PLEASE NOTE

Documents must be received at least 3 months before your proposed date of travel.

The documents required to be legalised are dependent on your Chinese employer.

We are providing the following service:

- ✓ We will quality check your documents and application form for errors.
- ✓ We will attend the Chinese Consulate and submit your legalisation application on your behalf.
- ✓ We will collect and return legalised documents at the end of the process.

Important -

Should you wish to work in China you will also need to apply for a China Working Visa (Z). Should you wish to apply with China Travel Visas please download an application pack or email info@chinatravelvisas.com for more information.

? SUPPORT

If you have any queries regarding your application or would like any assistance when completing the forms, please contact us and one of our team will be happy to assist.

Don't forget, you can also book an appointment at our head office in Crewe to go through your paperwork with one of our travel visa specialists.



Telephone

0161 818 9512



Email:

info@chinatravelvisas.com



Address:

The Quadrangle, Crewe Hall
Weston Road, Crewe

1 Checklist – each individual applicant **MUST** send us the following:

- CHINA LEGALISATION APPLICATION FORM** – This application pack must be fully completed.
- DOCUMENTS FOR LEGALISATION** - Please provide us with the documents you wish to be legalised. These should already be certified by the Foreign & Commonwealth Office (FCO).
- PASSPORT PHOTOCOPY** – Please provide a photocopy of your passport picture page on A4 paper.
- PHOTOGRAPH(S) x1** – **The photograph(s)** must be passport size, taken within the last 6 months,
- ORIGINAL PASSPORT** – Passport **MUST** have a minimum of 6 months validity and at least 2 blank pages.
- CLIENT DECLARATION FORM** – Please find enclosed. This must be fully completed.

! Failure to provide us with these documents will result in delays to your application.

2 Service and Delivery Type – you **MUST** select a Delivery Type:

	Service Type	Processing Time	Embassy Fee	Service Fee	VAT	TOTAL
<input type="checkbox"/>	Document Legalisation	15 days*	£30.00	£66.67	£13.33	£110.00
<input type="checkbox"/>	Additional Documents	15 days*	£30.00	£0.00	£0.00	£30.00

**Working days excluding postal days.*

Delivery Type	Price
<input type="checkbox"/> Royal Mail Special Delivery (before 09:00)	£20.00
<input type="checkbox"/> Royal Mail Special Delivery (before 13:00)	£8.00
<input type="checkbox"/> Provide pre-paid Special Delivery envelope	£0.00
<input type="checkbox"/> Premium Courier Service	TBA

IMPORTANT

When is your date of travel?

Length of stay:
_____ Days

If you require your passport back before this date, please provide a passport return date:

3 You **MUST** provide delivery and payment information:

www.chinatravelvisas.co.uk

Delivery Information:

Name: _____
Address: _____

Postcode: _____
Tel: _____
Email: _____

Payment Information:



PayPal – paypal@chinatravelvisas.com

BACS Reference: _____

Account Number: 02012465 Sort Code: 08-90-66

How did you hear about us?

Friend/Family

Repeat Customer

Trade Show/Event

Website

Search Engine

Email Newsletter

TV/Radio

Travel Agent - ABTA Number: _____

Organisation: _____

Store Location: _____

Social Media - Facebook Twitter LinkedIn Instagram Pinterest Google+

- 我申办普通件
I apply for normal service
- 我申办加急件
I apply for express service

公证/认证申请表

Application Form for Notarization/Legalization

1. 个人申请 Applicant (For Individual Use Only)

姓名 Name	中文:	性别 Gender	<input type="checkbox"/> 男 M	出生地点 Place of Birth	
	English:		<input type="checkbox"/> 女 F		
出生日期 Date of Birth	_____年_____月_____日	国籍 Nationality		职业 Occupation	
	D _____ M _____ Y _____				
证件种类 Type of ID		证件号码 ID Number			
联系地址 Address			电话 Tel.		

2. 企业及其他组织申请 Applicant (For Company/Organizations Use Only)

企业或组织名称 Name of the C/O		联系人及电话 Contact Name and Tel.	
企业联系地址 Address of the C/O			

3. 代理人 Agent

代理人姓名 Name	中文:	性别 Gender	<input type="checkbox"/> 男 M	国籍 Nationality	
	English:		<input type="checkbox"/> 女 F		
证件种类 Type of ID		证件号码 ID Number		电话 Tel.	
联系地址 Address			与申请人/企业的关系 Relationship to the Applicant/Company		

4. 公证/认证的内容及份数 Content & Copies of Notarization/ Legalization

5. 使用目的 Purpose of Notarization/Legalization

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6. 文件使用地 Documents to be used in

<input type="checkbox"/> 中国大陆 Mainland of the P. R. C	<input type="checkbox"/> 中国澳门 Macao of the P. R. C
<input type="checkbox"/> 中国香港 Hong Kong of the P. R. C	<input type="checkbox"/> 英国 The United Kingdom

7. 提交材料 Appendix

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8. 申请人/代理人声明 Declaration of the applicant/Agent

我保证以上所填内容真实。如有不实之处，本人愿承担一切法律责任。	
I hereby declare that all information above is true and correct, for which I shall bear all the legal responsibilities.	
申请人/代理人签名: Signature of Applicant/Agent:	申请日期: Date:

发证机关专用 For Official Use Only	接案人:	签署人:
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注：本申请表必须逐项填写完整。Note: This form must be filled in item by item without any omission

I accept that I should read and fully understand the Terms & Conditions shown on the website www.chinatravelvisas.com of China Travel Visas Ltd (hereafter referred to as 'the Company'). Before signing this declaration I am aware that if I do not fully understand any of the Terms & Conditions, I can ask any member of staff of the Company [telephone 0161 818 9512].

I am fully aware that the Company has no involvement in the visa assessment and decision-making process. Whether a visa is to be issued or not and what type of visa is issued, as well as its period of validity, number of entries and duration of stay shall be wholly up to the discretionary decision of the relevant Embassy, High Commission or Consulate General. I will fully accept any decision made by said Embassy, High Commission or Consulate General.

I agree to pay the application fee in full, which is non-refundable, to the Company, according to the price initially quoted to me by a registered company staff member, regardless of whether my visa is granted or not by the relevant Embassy, High Commission or Consulate General. If the Company have received and checked the documents, but have not yet submitted the application to the relevant Embassy, High Commission or Consulate General, upon cancellation the Company will debit an administration fee proportionate to the amount of work undertaken by staff members of the Company up to the point of cancellation. Also, I understand that if the Company is required to re-send any application documents, as a result of my own doing, I will be required to pay an additional fee per re-sent document.

I am fully aware that all time-frames quoted by staff members of the Company are predictions based upon experience and previous applications. Embassies can extend the processing time on individual applications at their discretion and the Company shall not be held responsible or liable for any delay experience during the application process. I am also aware that I might have to provide additional supporting documentation at the request of the relevant Embassy, High Commission or Consulate General.

I agree that I will carefully check all the information on the visa when I receive my passport/confirmation and I am aware that any queries I have about the visa should be addressed to a staff member of the Company immediately.

I understand that if I apply by post, or request return delivery by post of my processed application, the Company shall not be held responsible or liable for any delay, delivery to a wrong address, damage to or loss of the documents, as a result of the negligence of any mail service or company.

I agree that the Company shall not be responsible or liable for any consequences as shown below:

- a) The visa becoming invalid and cannot therefore be used as a result of my own fault or any act by a third party acting on my behalf; or,
- b) In the event that I am refused to board an aircraft or to enter my proposed destination due to my failure to check all the information printed on my visa; or,
- c) My visa cannot be used due to any other reasons of my own doing; or,

In the event that I am refused to board an aircraft or to enter my proposed destination due to reasonable denial made by the authority concerned or an immigration officer.

To provide you with your chosen visa application services we, the Company need to collect certain information about you, which we do via this application process. We will also need to disclose the information that you give to us to the embassy and other relevant bodies who are required to receive the data as part of the visa application process.

Some of the information that we collect and need to give to the embassy or other relevant body can be considered 'special' due to its sensitive nature. This will be the case where you provide us with information relating to your health, race, religious or philosophical beliefs or relating to any trade union that you may be a member of.

We need to disclose your sensitive information to the embassy and other relevant bodies so that they can so that they can process data to determine whether you can be granted a visa and, if so, to then grant the visa itself; however, we can and will only distribute your sensitive information if you are happy for us to do so.

Consent to process your personal data

To perform your application, we will need to:

- Disclose information relating to your health, race, religious or philosophical beliefs or any trade union membership to the embassy of the country you are travelling to.

We will always treat all of the information that we receive from you with the utmost care. You can read about our data protection practices more generally in our privacy policy www.chinatravelvisas.com/privacy.

You are not under any obligation to agree to us or the above third parties using your sensitive information in the manner described above. However, if you do not agree, you will not be able to proceed with your booking as, without your consent, we will not be able to provide the visa application services you have booked and the above third parties will not be able to process, assess and action your application.

If you are happy to consent to our use of your sensitive information, you will also be able to withdraw your consent at any time. However, as this will prevent us from providing the visa application services you have booked and the above third parties from processing, assessing and actioning your application, we will be required to treat any withdrawal of consent as a cancellation of your application. As we will have performed services for you, no refund will be payable in such circumstances.

IMPORTANT

I consent to China Travel Visas Ltd processing my sensitive personal data, in accordance with the above statement, to provide me with my chosen visa application services and I have read, fully understood and agree to the Declaration and Terms & Conditions of China Travel Visas Ltd.

Signature:

Date:

(DD/MM/YYYY)

Printed full name (BLOCK CAPITALS):

**A copy of the Declaration form
MUST be signed and dated by
each individual applicant.**

Permission to contact another individual on your behalf

You should complete this section of the Declaration Form if you would like to give us permission to contact another individual on your behalf for this application. Please provide details if this individual below or call us on 01270 250 590:

Full name:..... Address:.....

Telephone:.....

Email:.....

Relationship to applicant:.....

These Terms & Conditions, together with the Data Protection Policy, Privacy Policy, Website Terms of Use, Client Declaration Form and any other information brought to your attention before you submit your application, form the basis of your contract with China Travel Visas Ltd company number 11811391, hereafter "the Company", "we", "us", "our". Please read these carefully as they set out our respective rights and obligations, and all services offered and accepted are subject to these Terms & Conditions. Reference to "you" and "your" include all persons named on the visa application and for whom the visa application is to be made ("the User"). Reference to "Embassy" include embassies, consulates, High Commissions and Passport offices, as well as any third-party visa application agent. In these Terms & Conditions, unless the context otherwise requires, words in the singular shall include the plural and vice versa.

By instructing the Company to undertake services on your behalf, the User is deemed to have accepted these Terms & Conditions.

The services offered by the Company consists of but is not limited to the processing of visa applications and/or other documents for Users for the purposes of travel and tourism (including business use) ("offered service"). The Company is not an advisory service. 'Necessary information' means the information required from a User to allow the Company to complete an online-application for a Visa, such information may include, but is not limited to, the Users name, address, holiday destination, and any other information which the Company considers necessary for the purposes of processing the User's visa application. The service charge per visa application is required to cover the cost of providing the offered service; payment of the service charge must be made by way of cash, cheque, postal order, credit, debit card or via the payment function provided on our website, as approved by the Company. The Company will request payment of the service charge upon instruction by the User. Embassy fees and the availability of services are subject to change by the Embassy without prior notice to the Company and the Company cannot be held liable for this.

Upon submitting the application form with the necessary information and making payment of the service charge, a contract will be formed between the User and the Company; such contract is subject to and governed by these Terms & Conditions. Because we begin preparing your visa application and performing the offered service upon receipt of your application, once the contract has been created no refund is available, regardless of whether the visa application is successful or not.

The issue of visas is different from country to country. The processing of a visa is subject to the individual processing times set by each Embassy, the processing time quoted by the Company refers only to completion of the offered service. Embassies can also extend the processing time both generally and on individual applications at their discretion and with no prior notice to the Company. Fees and services may differ between the time the visa application has been placed and the application has completed. The Company cannot be held liable for any delay experienced during the application process or increases in fees as a result, except for where such a delay and/or increase is a result of our negligence. The User is under an obligation to pay any increase in fees.

The Company reserves the right to select the most appropriate service available given the time constraints or other requirements specified by the User, the Company will not be held responsible for taking any steps which the Company considers as reasonable in fulfilling the instructions of the User (whether express or implied) and/or in the best interests of the User, and the User will be wholly responsible for any charges incurred for such services. The Company reserves the right to retain any and all visa application documents, including passports, until payment of all requested fees have been made in full by the User.

We may apply a charge to cover the costs we incur in processing your means of payment. We will not apply any charges for payments made by way of debit card, cheque or bank transfers, but a charge for Visa, Mastercard and American Express cards may be applied where those payment methods are used.

Liability and Limitations

By instructing the Company for the provision of the offered service, the User accepts all requirements, restrictions and limitations of liability set out in all documentation forming the contract between the parties. We do not accept any responsibility if you cannot travel, or incur any other loss because you have not complied with any passport, visa, immigration requirements or health formalities. You agree to reimburse us in relation to any fines or other losses which we incur as a result of your failure to comply with any passport, visa, immigration requirements or health formalities. The Company cannot be held liable for any decision made by an Embassy with regards to a User's visa application, and the User accepts that the Company has no involvement in or control over the decision making process of the Embassy. The Company cannot accept any responsibility or be held liable for the actions of any Embassy in delaying or not issuing visas or any other failure or error on the part of the Embassy for any reason whatsoever nor can the Company be held liable for any expenses or delays incurred as a result.

The Company cannot be held liable for any of the following: a) incomplete applications forms; b) incorrectly or falsely completed applications forms; c) inaccurate or incomplete supporting documentation d) damaged documentation, including but not limited to damaged passports, photographs or application forms. The User is under an obligation to provide correct and accurate information to the Company and the Company cannot be held liable for any failure by the User to do so.

You are responsible for making yourself aware of any official warnings in regard to the safety of the countries and areas in which you will be travelling and to make your decisions accordingly. Save where the Company is negligent, the company will not be held liable for any loss or damage to any documents, including applications and passports which are in the possession of the Company. Third party delivery companies will be subject to their own Terms & Conditions. The Company cannot be held liable for any delay or failure on behalf of a third party delivery company in delivering the completed application to the User, for whatsoever reason.

Continued overleaf...

Should the Company accept liability for the failure to obtain a requested visa, or return a requested visa to the User in a timely manner, the user's sole and exclusive remedy against the Company for damages is the return of any service charge actually paid by the User to the Company, minus any Embassy fees or third party delivery charges. Any claims for damages must be made to the Company, in writing, within 30 days of the notice of the refused visa application or return of delayed visa. Please note, we cannot accept any liability for any damage, loss or expense or other sum(s) of any description which on the basis of the information given to us by you concerning your visa application prior to our accepting it, we could not have foreseen you would suffer or incur if we breached our contract with you (consequential losses); or any business losses. We will not accept responsibility for services or facilities which do not form part of our agreement with you. We do not exclude liability for any cause of action, loss or damage prohibited by English law.

Events Outside our Control

We will not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under these terms that is caused by an event outside our control.

An event outside our control means any act or event beyond our reasonable control, including without limitation strikes, lock-outs or other industrial action by third parties, civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not) or threat or preparation for war, fire, explosion, storm, flood, earthquake, subsidence, epidemic or other natural disaster, or failure of public or private telecommunications networks.

If an event outside our control takes place that affects the performance of our obligations under these terms:

- (a) We will contact you as soon as reasonably possible to notify you; and
- (b) Our obligations under these terms will be suspended and the time for performance of our obligations will be extended for the duration of the event outside our control.

Website

The User's use of the website and/or the offered service is on the strict understanding that the website and/or the offered service is not engaged in rendering advice and should not be relied upon when making any related travel or other decision. The information contained within the Website and/or the offered service is provided without warranties expressed or implied relating to the accuracy, fitness for purpose, compatibility or security of any components of the website and/or the offered service. The Company does not guarantee uninterrupted availability of the website and/or the offered service.

The Company endeavours to ensure that all the information and prices displayed on the website are accurate, however occasionally changes and errors occur and the Company reserves the right to correct prices and other details in such circumstances. You must check the current price and all other details relating to the offered service that you wish to book before submitting your application form.

Complaints

We will make all reasonable endeavours to ensure your visa application goes smoothly. However, in the rare event that you are not happy with the service you have received and wish to make a complaint, we request that you notify the Company of your complaint in writing as soon as possible, but in any event within 28 days of being notified of the outcome of your visa application. Please note, we are only able to deal with complaints received from the specific visa applicant. We will be unable to deal with any complaints received from individuals other than the visa applicant, except in cases where the applicant is a minor or is unable to pursue a complaint as a result of a disability.

Complaints should be marked for the attention of: Customer Service Manager at China Travel Visas Ltd, 91 Princess Street, Manchester, M1 4HT. We will endeavour to acknowledge receipt of your complaint within 14 days of receiving your written complaint and respond fully to your complaint within 28 days of receipt. Should we not be able to respond to you within these time periods, we will advise you accordingly. It is a condition of our acceptance of liability under these conditions that you notify any claim to the Company strictly in accordance with the complaints procedure set out in these conditions. It may affect your rights under this contract if you fail to do so.

Data Protection Act 1998 – Our Data Protection Policy can be found at <http://www.chinatravelvisas.com/privacy>

Severance

If any (singular or plural) provision of these Terms & Conditions is held to be invalid or unenforceable, such provision(s) shall be struck out and the remaining provisions shall remain in force. If any unlawful and/or unenforceable provision would be lawful or enforceable if part of it were deleted, that part will be deemed to be deleted, and the rest of the provision will continue in effect.

Law and Jurisdiction

These Terms & Conditions and any agreement to which they apply are governed in all respects by English law. We both agree that any dispute, claim or other matter which arises between us out of or in connection with your contract, the visa application or the offered services will be dealt with by the Courts of England and Wales only.