

Checklist for Business Temporary Resident Visa Application

商务临时居留签证申请审核表

Name: _____ (姓 名)		Purpose of Visit: _____ (访问目的)		
Passport Number: _____ (护照号)		Group No. if relevant: _____ (团号, 如有)		
		Yes/ 有?	No/ If not, why not? 没有? 如没有, 注明原因	For official use: dox present?
1	Completed "Application for a Temporary Resident Visa" (IMM 5257). An Application form is required for each applicant, including each accompanying child. 填写完整的“临时居民访问签证申请表 (IMM5257)”。每位申请人及每名随行子女均需一份单独的申请表格。			
2	Completed "Family Information" form (IMM 5645) for you and each accompanying family member aged 18 years old and above, completed in English or French AND Chinese. 申请人及每位年满 18 周岁及以上的随行家庭成员完整填写“家庭信息表”(IMM5645), 请使用中英文或中法文填写。			
3	Completed "Education and Employment" form for you and each accompanying family member aged 18 years old and above, completed in English or French AND Chinese. 申请人及每位年满 18 周岁及以上的随行家庭成员完整填写“教育和就业细节表”, 请使用中英文或中法文填写。			
4	Two (2) identical photos of the applicant and each accompanying family member, colour or black and white taken against a plain white or light coloured background within the last 6 months. The frame size is 35mm X 45mm. On the back of one photo in each set, write the name in pinyin and date of birth (day/month/year) of the person appearing in the photo. 申请人及每位随行的家庭成员每人需递交两张相同的在最近六个月内拍摄的彩色或黑白照片, 背景为纯白色或浅色。相片外框大小为 35 毫米 X 45 毫米。每张照片后以拼音注明此人的姓名及出生日期(日/月/年)。			
5	A valid passport for the applicant and each accompanying family member. There must be one completely blank page other than the last page, available in each passport and each passport must be valid for at least six (6) months prior to travel 申请人及每位随行的家庭成员的有效护照。每本护照须包含除最后一页外的至少一整页空白页、且护照必须在行程前至少六个月有效。			
6	Two (2) self-addressed adhesive labels with the applicant's current address in Chinese characters (no envelope). 两份用中文写有申请人现住址的粘性贴纸(无需信封)。			
7	The correct application processing fee paid in cash. Fee is non-refundable. 以现金支付正确的申请受理费。受理费不予退还。			
8	"Use of a Representative" form (IMM5476E) if someone has assisted you in making this application. 如有第三方人士帮助你准备此次申请, 请填写代理人信息表(IMM5476E)。			
9	For children less than 18 years old, Parental Letter of Consent from your non-accompanying parent(s) authorizing your travel. This letter should contain the dates of travel and your parent(s)'s contact information. 18 岁以下的申请人需有其未随行父/母出具的同意其旅行的父母同意函, 此函应包含申请人旅行日期及其父母联系方式等信息。			

10	<p>A letter of invitation from the party in Canada. The invitation letter must come from the party with whom the applicant will conduct direct business. This excludes third parties who are only arranging or facilitating the business meetings. The letter must include all of the following information:</p> <p>来自于加方的邀请信。邀请信必须由与申请人进行直接业务往来的一方出具，而非来自于只协助安排商务会议的第三方出具。该信必须包含所有以下信息：</p> <ul style="list-style-type: none"> • Inviter's full name and title, business address, telephone and fax numbers; • 邀请人的全称及职务、公司地址、电话和传真号码； • names and titles of all members of the delegation, as well as the name(s) of their employer(s); • 团组所有成员的姓名及分别的职务，以及其分别的雇主全称； • a brief summary of the reason for the invitation including details of the business or trade to be undertaken; • 邀请缘由的简述，其中包含将要进行的商务或贸易的详情； • the intended duration of the visit as well as a detailed itinerary; • 预期的访问期限及详细行程安排； • a statement specifying who will be responsible for all expenses related to the trip; and • 说明此次旅行所有相关费用支付责任的声明，以及 • Where applicable, copies of contracts and/or agreements signed between the Canadian inviter and the Chinese enterprise as well as proof of trade between the businesses. • 如适用，加拿大邀请方与中方企业签署的合同及/或协议的副本、以及双方贸易往来的证明。 			
11	<p>If applicant or applicant's company intends to invest in Canada, applicant must provide evidence of sufficient assets to make the proposed investment (e.g. business registration, articles of association, company tax receipts, sales contracts, balance sheets, company brochures, etc.).</p> <p>如果申请人或其公司计划在加拿大投资，必须提供其具备充足资产以进行预期投资的证据（如公司注册证明、公司章程、公司缴税凭据、销售合同、资产负债表、公司手册等）。</p>			
12	<p>A signed original letter on company letterhead from the Chinese employer indicating that the proposed travel to Canada has been approved. This letter must include:</p> <ul style="list-style-type: none"> • the purpose of travel; • the employer's name and address in Chinese characters as well as telephone and fax number; • applicant's position, salary and date of hire; and • a statement specifying who will be responsible for all expenses related to the trip. <p>一份使用印有公司抬头信笺由中方雇主签发的准假信原件，此信必须包含：</p> <ul style="list-style-type: none"> • 旅行目的； • 用中文注明的雇主全称和地址、以及电话和传真号码； • 申请人的职务、收入和起聘日期；以及 • 说明此次旅行所有相关费用支付责任的声明。 			
13	<p>Evidence of assets in China (e.g. original house property certificate, vehicle registration, Certificates of Deposits, bank books, etc.).</p> <p>在中国的资产证明（如房产证原件、车辆登记证明原件、存款证明、存折等）。</p>			

14	Any other document showing the ongoing or intended business relationship with the inviter. 任何显示与邀请方之间持续性或预期中的商务往来的文件。			
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Note/注意：
All Documents in Chinese must be accompanied by an English or French translation.
所有中文文件必须附有英文或法文的翻译件。

If you intend to travel to the United States during your visit to Canada, you do not need a multiple-entry visa in order to re-enter Canada directly from the United States during the period for which you were originally admitted to Canada.
如果申请人想在访问加拿大期间前往美国，在加拿大合法停留期限之内从美国再次进入加拿大不需要一个多次入境签证。
Please note that the processing fee is non-refundable for any application that is withdrawn or refused.
请注意任何撤销或被拒签的申请受理费不予退还。

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
申请人已经确认她/他不提交其他文件

OR 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，但其选择继续提交请。

Application Processing Fee （申请受理费）		NAME OF TRAVEL AGENT 代理名称：	
Logistic Fee （申请递送费）		ADDRESS 地址	
Courier Fee(If any) 快递费（如选）			
Other Fees （其他费用）		TEL 电话	

*The applicant/agent understands that the documents on the right side of the file will not be returned.
* 申请人/代理已获悉所有在文件袋右边的申请材料将不会被返还。

Name & Signature of Inquiry Officer（资料审核员签名） Date/日期: -----

Applicant’s Signature（申请人签名）

SO	
DO	
DC	
QC	
PDF	