

**Checklist for Groups (Visitors) –Green**  
**團體簽證申請審核表**

Agency/Company Name : _____		Application Submitted by: _____		
Travelling Date: _____		Duration of Stay: _____		
Purpose of Visit : _____		Date: _____		
<b>Total number of group / submissions today</b> <b>團員人數:</b>  <b>今日送件人數:</b>		<b>Yes</b>	<b>No</b>	<b>Remark</b>
1.	Completed e-application and signed (The e-application is valid for only 1 MONTH.) 在網路上填寫好並印出的申請表上簽名 (線上申請表格將於完成日起一個月內有效)			
2.	Visa fee 簽證費 NT\$ _____ x _____ 件			Total : NT\$
3.	A clear, passport sized (45mm x 35mm) coloured photograph with white background taken within last 6 months (teeth should not be visible) 一張 45mmx35mm 符合規定之彩色近照 (2吋白底且為六個月內不露齒照)			
4.	Passport submitted: a) Current passport; 有效護照 b) Old passport (s) 舊護照  (Entry and exit record for those with no record or missing previous passport) 護照及任何舊護照 ; 若為空白護照或舊護照遺失請附上入出境紀錄	( ) ( )	( ) ( )	
5.	Letter issued by the travel agent on agency's letterhead, providing: a) Group name b) Applicants Chinese & English name c) Applicant's date of birth d) Applicant's passport number e) Agency's Name, telephone number  團員名單,註明中英文姓名、生日、護照號碼及原始之報名旅行社聯絡電話			
6.	Guarantee letter from the Travel Agent duly stamped by the agency ALONG with bank's endorsement/certification 公司保信加銀行背書			
7.	Original copy of Group leader's licence along with one photocopy 領隊證外加一份影本。			
8.	Flight booking from airlines 航空公司開立之訂位證明。			
9.	Letters of consent from parents (if the applicant is under the age of 18 years) 若團員未滿 18 歲請附家長同意書.			
10.	Evidence of accommodation in the UK 英國住宿證明。			
11.	ID copy/ ARC copy. 身分證影本/ 外僑居留證影本			

12.	Bio page copy. 護照照片及簽名頁影本			
13	Bank Statement 銀行存款證明			
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**IMPORTANT**

Any applicant who has provided false representation, false documents, or who fails to disclose material facts will be refused entry clearance whether or not the deception is with the applicant's knowledge. Any applicant who has used deception in a previous entry clearance application may have future entry clearance applications refused up to ten years.

申請者若於申請過程中，做不實的陳述、提供偽造文件或對相關事項有所隱瞞，無論申請者本人是否知情，簽證將不予核發。申請者曾於過去簽證申請案件中，有任何欺瞞不實的記錄，未來最多10年內將無法取得簽證。

\_\_\_\_\_  
Name & Signature of Inquiry Officer (資料審核員簽名)

\_\_\_\_\_  
Applicant's Signature (申請人簽名)