

Checklist for Business Visitors Applications (Green +B)
商務旅客簽證申請審核表

Applicant's Name : _____ Passport Number: _____ Purpose of Visit : _____		Important Reminder: Please arrange your documents in the order listed under "Order of Docs" column. Thank you. 提醒您繳交文件時請依照下列文件順序依序排列整齊	
Please submit original documents and one set of photocopies. All the documentation must be translated into English. 所有文件需為英文版本，並請於遞交文件時，準備正本及影本各一份			Checklist Yes / No
Order Of Docs 文件順序	Completed e-application and signed by the applicant (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)		
	Correct Visa fee? 費用正確?		
	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)		
	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		
1	A guarantee letter issued by the company (on company letterhead) 以公司信頭開立之公司保證信		
2	Invitation Letter from the company in UK, clearly stating all names of visiting people, dates and purpose of visit 英國廠商邀請函，信中載明申請者姓名、拜訪日期及目的		
3	Applicant's company Name Card (in original) 您的公司名片正本。		
4	Copy of applicant's ID card / Household Registration Transcript / ARC 您的身份證影本, 戶籍謄本或ARC		
5	Bank statement issued within one month (mandatory, if company Guarantee Letter is not submitted) 一個月內銀行開立的財力證明		
6	Bio page copy. For passport collection 護照照片及簽名頁影本		
7	Other supporting documents / Other original documents received 其他附屬文件 / 其他正本文件		

• DISCLAIMER

The above checklist is meant as guidance only. It is not a comprehensive list of the documents you should submit in support of your application and submission of these documents does not guarantee that your application will be issued. It is your responsibility to submit original documentation that you believe will help demonstrate to the visa officer that you can meet the criteria for entry to the UK in the category that you have applied. Further free guidance on the criteria for entry to the UK can be obtained from the UKvisas website www.ukba.homeoffice.gov.uk.

Inquiry Officer to delete as appropriate (資料審核員根據適用情況選擇)

1. The applicant has confirmed that s/he has no other documents to submit OR
申請人已經確認他不提交其他文件 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 delayed, but s/he has chosen to proceed with the application.
申請人已遞交了上述文件,我已告知其如不提交所有必要文件會導致審核時間延長,但其選擇繼續提交申請。

3, The Applicant has decided not to submit the application today. 申請人決定今天不遞交申請.

Courier Fee (If any) 快遞費 (如果選擇郵寄)	NT\$
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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。

Signature of Inquiry Officer (審核員簽名)	Applicant's Signature (申請人簽名)
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Translation of documents 文件翻譯

Any documents that have to be submitted in support of points claimed, which that are not in English or Welsh, must be accompanied by a full translation that can be independently verified by the UK Border Agency. The original translation must contain:

請注意所有非英文的文件需準備英文翻譯，翻譯注意事項如下:

- a) confirmation from the translator that it is an accurate translation of the original document
證明內容與原本正確無誤
- b) the date of the translation 翻譯日期
- c) the translator's full name and signature and 譯者姓名與簽名
- d) the translator's contact details 譯者聯絡方式