

VISA APPLICATION REQUIREMENTS FOR BUSINESS VISITING REPUBLIC OF TAIWAN (R.O.C)

Overview:

This application process documentation is applicable for business visa.

We hereby show high appreciation that you show interest in Taiwan's business sector.

Please note that you will not be guaranteed to get your visa, we are able to reject invalid documents.

In addition, make sure you arrange your time spaciouly for the application process, it is desirable to ask for you to book 2 weeks in advance.

On a serious note, dropping your application in our POSTBOX will not be permitted.

Breakdown of required documents:

1. Visa Application form. (The given name on the visa application form must be the same as the passport)
2. Original passport and passport copy.
3. Two standard colour passport photo.
4. (Please do not re-submit photos that were already used in previous visa).
5. Evidence of business activity.
 - Company's employed and job assigned letter.
 - Invitation letter from Taiwan's company to invite you there.
 - Ongoing letters, trading records (e.g. LC, remittance receipt ... etc.)
6. Details of the contact person in Taiwan.
7. Taiwan company's business registration certificate and copy of the inviter's ID.(Back and Front)
8. Flight Itinerary and hotel booking confirmation .
9. Proof of Employment. (with formal letterhead)
10. The latest 3 months bank statement. (Print in English Version)
11. If applicants are over 65 years old, please provide travel medical insurance which covers the medical expenses overseas including Taiwan.
12. Application fee in CASH only.

Please do not use any **staples** on documents when submission,you may use paper clips.

When all documents are ready, book your appointment 2 weeks in advance to hand in the required documents. Request appointment via email, tlorsavisa@gmail.com .

Deeper elaboration of Application documentation

1. Use Google Chrome to complete the online Visa Application Form on <https://visawebapp.boca.gov.tw>
Online application process:
 - Choose the General Visa Application (make sure to complete and submit all 7 pages).
 - Select *Visitor's Visa*, Single Entry or Multiple Entry.
 - Ensure you choose the correct purpose of your travel.
 - After submission, print out the form in PDF including the barcode on the bottom right corner.
 - Sign the form and make sure it is identical to your signature on your passport.
 - Check all information is identical with your supporting documents.Lastly, make sure given name and surname are exactly as it is on passport.
2. Original passport and passport copy (must be valid for a minimum of 6 months after travel.)
3. Two standard passports coloured photo – strictly coloured photo against a white background (taken within the last 6 months)
Please note that your photo must be between 3.2 -3.6 CM from the top of the head to the chin.
(Please do not re-submit photos that were already used in previous visa).
4. - Company's employed and job assigned letter.
- Invitation letter from Taiwan's company to invite you there.
- Ongoing letters, trading records (e.g. LC, remittance receipt ... etc.)
5. Full details of contact person in Taiwan, including their name, address, telephone number...etc.
6. Taiwan company's business registration certificate and copy of the inviter's ID.(Back and Front)
13. Flight Itinerary. (Return Tickets)
and Hotel Booking Confirmation.
7. Proof of Employment. (with formal letterhead)
8. Applicant's the latest 3 month bank statement.

9. If applicants are over 65 years old, please provide travel medical insurance which covers the medical expenses overseas including Taiwan .

Fee:

Kindly make sure that the amount is exact and **cash only**, no change will be given.
NO POSTAL ORDERS, BANK DRAFT OR EFT'S WILL BE ACCEPTED.

Single Entry Visitor's visa for South African passport holder :

- Normal: R0 (free) (7 working days)
- Express/urgent: R400 (3 working days)
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Multiple Entry Visitor's visa for South African passport holder :

- Normal: R0 (free) (7 working days)
- Express/urgent: R800 (3 working days)

Single Entry Visitor's visa for **Non – SA** passport holders:

- Normal: R800 (free) (7 working days)
- Express/urgent: R1,200 (3 working days)

Multiple Entry Visitor's visa for **Non – SA** passport holders:

- Normal: R 1,600 (7 working days)
- Express/urgent: R2,400 (3 working days)

Appointment procedure:

- Request for appointment 2 weeks in advance via email, tlorsavisa@gmail.com .
- If someone is coming on your behalf, email us their details and the person should bring along his/her copy of their ID.
- If you send an agent or courier to submit/collect your visa, this will be at your own risk and personal expense.
- It is the applicant's responsibility to check with their courier companies, agents or relatives if their Visa/authentication have been submitted or are ready for collection. **We do not arrange submissions and collections with any parties.**

Warning: Applicants are encouraged to be honest with their purpose of travel so that the review of your application can be done with honesty and validity. That means that we do not tolerate any fraudulent act or deception.

Please note: The Taipei Liaison Office in the RSA reserves the right to withhold the application and request further information, including supporting documents and/or an interview with the applicant, should it be deemed necessary.

Please note: the Consular office will not print any documentation on the applicant's behalf unless there is communication requiring additional documentation after submission. It is the applicant's responsibility to make sure that their application meets the requirements. We are not responsible for any information provided by agencies and other publications.

Our details:

Taipei Liaison Office in South Africa

Tel: (+27) 12 430 6071/2/3

Email address: tlorsavisa@gmail.com

Address:

1147 Francis Baard Street

Hatfield