

**MALTA VISA APPLICATION CENTRE**  
马耳他签证申请中心

**CHECKLIST FOR A VISA APPLICATION FOR  
BUSINESS VISITS, CONFERENCES & TRAINING**  
赴马耳他商签，会议及培训的申根签证申请清单

**NAME:**

姓名

\_\_\_\_\_

**PURPOSE OF VISIT:**

申请目的

\_\_\_\_\_

**PASSPORT NO.:**

护照号码

\_\_\_\_\_

**GROUP NO. (IF APPLICABLE)**

团队编号（没有不填）

\_\_\_\_\_

		Yes	No	Remarks
1.	One (1) completed and signed visa application form duly filled in legibly in English. 用英文清晰填写的一份完整的并已签字的签证申请表原件			
2.	Two (2) passport-size photographs on a white background which must be no older than 6 months. 两张白底证件照规格的近照（近 6 个月内拍摄的近照）			
3.	Original and one (1) photocopy of passport (only pages with visa stickers or stamps need to be copied, as well as the passport's extension date if applicable). 护照原件及一份复印件（复印所有签证页但空白页不需要复印，如有延期页，须提供延期页复印件）			
4.	The applicant's passport should be valid for at least three (3) months after the date of the expiry of the visa and with at least 6 months remaining from the date of departure from China. It should contain at least 2 blank pages. 护照有效期至少到截止有效期后的 3 个月并且从中国离境日期后至少有 6 个月的有效期限。要求至少仍保留 2 页空白页。			
5.	Documentation on former travels abroad should be provided if available e.g. former passport(s) with all pages attached. 能显示以前出国旅行的信息证件（如有的话）；如旧护照原件等			
6.	Proof of a valid travel insurance policy, either individual or group, with a minimum cover of 30,000 Euro. The policy must be valid throughout the Schengen area and cover the entire period of the applicant's stay. The applicant is required to submit both the English and the Chinese version of the insurance policy. 覆盖整个行程的人身意外医疗旅游保险,个人及团体都要求最低保额在3万欧元以上,申根地区有效（此份保险须为中英文版本）。			
7.	A confirmed two-way air ticket reservation issued by an airline or authorized travel agency. The ticket should only be bought after the visa has been issued. When applying for a multiple-entry visa please provide the reservation for the first entry. 往返机票订单,可以来自航空公司或者旅行社。申请人应于签证			

	签发后，出票付款。若申请多次入境签证，需提供首次行程的往返机票订单。			
8.	<p>Proof of accommodation for the whole duration of the intended stay.</p> <p>整个行程的住宿证明。</p>			
9.	<p>Original invitation letter from the organizer of the meeting, event or the training on official company letterhead with stamp and signature, mentioning clearly: the full address and contact information of the applicant's company/organization, the name and position of the countersigning officer, the purpose and duration of the applicant's visit. A detailed program and confirmation of the person or the entity which will bear the applicant's travel and living costs should also be included.</p> <p>活动或培训主办方的邀请函原件: 需使用公司正式的信头纸并加盖公章, 签字, 并须包含如下信息: 任职公司的详细地址和联系方式; 签字人员的姓名和职务; 访问目的和访问时间; 详细行程; 支付旅行和生活费用的单位或个人的确认函。</p>			
10.	<p>Proof of solvency: The proof of solvency should be bank statements in original including stamp from the last 3 months, no deposits.</p> <p>Proof of the solvency of your (<b>employer's</b>) company, if the company is assuming responsibility for the travel and living expenses of the applicant. These should be in original including company stamp;</p> <p>Proof of the applicant's personal solvency, if the applicant is <b>personally</b> covering the cost of travel and living expenses.</p> <p>Proof of the solvency of <b>inviting</b> company, if the inviting company is paying the costs of the applicant's travel and living expenses. This should be an original notarized Declaration of Proof issued by a representative of the inviting company, along with the supporting documents which need to be presented. Please click here to <a href="#">download</a></p> <p>资金证明: 最近 3 个月的银行对账单 (加盖公章的原件), 无需存款证明。</p> <p>若申请人的公司 (负责) 支付旅行及生活费用, 需提供申请人 (或雇主) 公司的资金证明; 若申请人本人支付旅行及生活费用, 需提供申请人本人的偿付能力证明。</p> <p>若外方邀请公司支付旅行及生活费用, 需提供邀请公司的资金证明, 该证明须包括在马耳他公证的声明原件及相关辅助材料 (<a href="#">下载表格</a>)</p>			<p>偿付能力证明包括: 任职公司盖章的营业执照复印件, 由雇主出具的证明信 (英文文件, 或者中文件附上英文翻译), 需使用公司正式的信头纸并加盖公章, 签字, 并明确日期及如下信息, 任职公司的地址、电话和传真号码; 签字人员的姓名和职务; 申请人姓名、职务、收入和工作年限; 准假证明。</p>
11.	<p>Business License of the applicant's company and original letter from your employer:</p> <p>A copy of the applicant's company's business license with the original stamp, of the company. The letter, in original, should be on official company letterhead with stamp and signature, mentioning clearly the full address and contact details of the company, the name and position of the countersigning officer, the applicant's name, position, salary and years of employment, the purpose of the visit, and confirmation that the applicant will resume his/her duties upon their return to China. The letter should also confirm the person or the entity that will bear the applicant's travel and living costs.</p> <p>公司的营业执照和雇主证明信原件:</p> <p>加盖公司公章的公司营业执照复印件需使用公司正式的信头纸, 签字, 并须包含如下信息: 任职公司的详细地址和联系人; 签字人员的姓名和职务; 申请人姓名、职务、收入和工作年限; 访问目的, 并确认公司将为申请人保留职位。同时需确认申请人或相关单位将支付旅行和生活费用</p>			

12.	<b>NON-CHINESE CITIZEN:</b> Chinese visa or residence permit valid for 3 months after return.			
	<b>非中国人:</b> 有效期在返回时间 3 个月后的中国签证或者居留许可证			

Please note that the Embassy of Malta may in justified cases, request additional documents which are not mentioned in the above list; or an interview during the examination of an application. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa. It is also important to note that original certificates submitted with applications may not in all case be returned.

请注意马耳他大使馆在合理的情况下有权索要材料清单以外的材料，并在审理签证申请的过程中要求本人前来使馆面试。请注意，申请人按照材料清单的要求提交申请材料并不保证一定获得签证。同时，一般情况下使馆不会退还所提交的材料。

Submission Officer to delete as appropriate:

提交人员根据适用情况选择:

- (a) The applicant has confirmed that he/she has no other supporting documents to submit.  
申请人已经确认没有其他的材料需要提交
- (b) 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 and the visa fee is non-refundable. He/she has chosen to proceed with the application.  
申请人已经提交上述提交材料。我已经告知申请人若因为没有提交完整的材料将会导致申请被拒签且申请费不会退还。申请人已经选择申请。

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Submission Officer Signature  
提交人员的签字

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Applicant Signature  
申请人签字

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Date  
日期

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Name of Accredited Travel Agent  
(if applicant is being submitted by Agent)  
旅行社代理人姓名  
(若签证申请由代理机构提交)