

**Checklist for Business - PPA**  
**(Attending an Academic Conference, Exploratory Visits, Legal Matters)**

**商务临时居留签证申请审核表- 个人或专业事宜**  
**(参加学术会议、考察访问, 法律事宜)**

Name: _____ Passport Number: _____ Group No. if applicable: _____		<table border="1"> <tr> <td>PO/SO</td> <td>/</td> </tr> <tr> <td>DO</td> <td></td> </tr> <tr> <td>PDF</td> <td></td> </tr> <tr> <td>QC</td> <td></td> </tr> <tr> <td>IRCC</td> <td></td> </tr> </table>		PO/SO	/	DO		PDF		QC		IRCC	
PO/SO	/												
DO													
PDF													
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IRCC													
Comments:		Yes/ 有?	No/ If not, why not? 如没有注明原因	For official use: dox present?									
1	Completed "Application for Visitor Visa (Temporary Resident Visa)" form (IMM 5257) for each applicant. Print the same including the barcodes generated on the last page. 每位申请人完整填写并打印包含生成条形码的“访问签证(临时居民签证)申请表”(IMM5257)。												
2	Completed "Family Information" form (IMM 5707) in English or French AND Chinese for each applicant aged 18 years old and above (or aged below 18 years old with individual submission for this visa category). 每位年满 18 周岁及以上（或未满 18 周岁但独立申请此类别）的申请人完整填写“家庭信息表”（IMM 5707），请使用中英文或中法文填写。												
3	Completed "Education and Employment" form in English or French AND Chinese for each applicant aged 18 years old and above (or aged below 18 years old with individual submission on this visa category). 每位年满 18 周岁及以上（或未满 18 周岁但独立申请此类别）的申请人请使用中英文或中法文完整填写“教育和就业细节表”。												
4	Two (2) identical photos of each applicant 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 each photo, write the name in pinyin and date of birth (day/month/year) of the person appearing in the photo. 每位申请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 each applicant. 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. 每位申请人的有效护照。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	For children less than 18 years old, Parental Letter of Consent from your non-accompanying parent(s) authorizing your travel is required, which should contain the dates of travel and your parent(s)'s contact information. 18 岁以下的申请人需提供其未随行父/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。												
7	"Use of a Representative" form (IMM5476E) if someone has assisted you in making and submit this application. 如有第三方人士帮助你准备并递交此次申请，请填写代理人信息表（IMM5476E）。												
8	Completed and signed VAC Consent Form 完整填写并签名的中心服务同意书												

9	Copy of your national identity document (photo side) 申请人本人中国身份证复印件(照片面)			
10	The application processing fee is non-refundable. 申请受理费不予退还。			
11	An invitation letter or conference registration stating the purpose and duration of the visit 说明访问目的及访问期限的邀请函或会议注册函			
12	If applicant is employed, a signed original letter on company letterhead from the employer granting leave of absence and including the following information: name, position, current salary and date of hire; and employer's name and address in Chinese characters as well as email, website address, telephone and fax number; 如果在职, 使用印有公司抬头信笺、由雇主签字的准假信原件, 并包含以下信息: 申请人的姓名、职位、目前收入及起聘日期; 以及用中文注明的雇主全称和地址, 以及电子邮件、网址、电话和传真号码;			
13	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.) 如果计划在加拿大投资, 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)。			
14	Original bank documents showing financial history over several months (e.g. Certificates of Deposits, bank books, etc.) or Zhima Report available from your Alipay APP. 显示过去若干月中财政历史的银行文件原件(如存款证明、存折等)或从支付宝 APP 上获取的芝麻报告(适用于中国公民)。			
15	Evidence of assets in China (e.g. original property certificate, vehicle registration, etc.) or Zhima Report available from your Alipay APP. 在中国的资产证明(如房产证原件、车辆登记证明原件等)或从支付宝 APP 上获取的芝麻报告(适用于中国公民)。			

**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。

-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。

-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。

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。		
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 she 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, 但其选择继续提交申请。		
Visa Fee 签证费 _____ Logistic Fee 递送费 _____ Courier Fee 快递费 _____ Other Fees 其他费用 _____	Signature of Applicant/ Representative 申请人签名或代办人签名: _____ Date 日期: _____ TEL 电话: _____	