**REQUEST FOR VISA INVITATION LETTER**

All foreign participants are required to submit an invitation letter as part of their application for a Chinese visa. Take the invitation letter, together with your passport and any other supporting documents, to your local embassy or consulate to get your visa.

**APPLICANT’S DETAILS:**

**In order for us to issue you with an invitation letter, we need the following information:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Company Name:** |  |
| **Company Address:** |  |
| **Gender:** | ❑ Male ❑ Female |
| **Passport Number:** |  |
| **Nationality:** |  |
| **Job Title:** |  |
| **Place of Birth:** |  |
| **Date of Birth:** |  |
| **Intended Date of Arrival:** |  |
| **Intended Date of Departure:** |  |
| **Country of Visa Issue:** |  |
| **City of Visa Issue:** |  |
| **Passport Expiry Date:** |  |
| **E-mail Address:** |  |
| **Telephone Number:** |  |
|  |  |
| **Fax:** |  |
|  |  |

Please email filled form to [info@reedexpo.com.cn](mailto:info@reedexpo.com.cn) to complete the application; our staff will contact you shortly afterwards.

If you have any inquiries, please contact:

**Ms. Helena Fu**Tel: +86 2231 7054  
Email: [helena.fu@reedexpo.com.cn](mailto:mandy.zhang@reedexpo.com.cn)