

SwissCham Beijing Swiss Visa Service General Conditions

Business travelers of the Peoples Republic of China are required to apply for a Business Visa to enter Switzerland. SwissCham Beijing offers assistance for the visa application at a small cost. At the moment, SwissCham Beijing only offers assistance for Business Visas. In addition to the documents requested listed below, the applicant shall observe the conditions listed by the Visa Section of the Embassy of Switzerland in Beijing. Besides, the applicant must accept the following General Conditions applying to the service offered by SwissCham Beijing.

1. SwissCham Beijing's service fees are currently the following:

Members	CNY500.00
Non-members	CNY1'000.00

They are subject to modification at any time without advance notice.

2. The rates quoted above apply to SwissCham Beijing's regular service fee only as described below. They do include neither the additional services described below, nor the Embassy official fee.
3. Pick-up means that the applicant shall deposit and pick-up his passport at SwissCham Beijing's offices. Delivery means that SwissCham Beijing will collect the application documentation and deliver the applicant's passport at his offices, anywhere in Beijing within the 4th Ring Road.
4. The fee applies per applicant. No group discount.
5. Although SwissCham Beijing makes its best endeavors to get the applicants' visa in the shortest time as possible, **SwissCham Beijing does not guarantee actual issuance of the visa** by the Embassy, which enjoys a discretionary power in issuing visas, requiring additional documents or information, or interviewing the applicants.
6. **SwissCham Beijing's fee is not refunded in case the visa is not delivered.**
7. SwissCham Beijing will charge an additional CNY50 for EACH trip from SwissCham Beijing's offices to the applicant's offices OR to the Embassy, AND from the applicant's offices to the Embassy, for submitting additional documentation or information because the file submitted by the applicant was incomplete, or because the Embassy requests additional material for

whichever reason. **SwissCham Beijing is not liable for additional trips**, provided it has not committed a serious negligence in the handling of the application.

8. It is recommended that application for SwissCham Beijing's visa service with complete documentation shall be made **at least two weeks before the departure**. SwissCham Beijing shall not be liable in case the visa is not delivered timely because of late or incomplete application. **SwissCham Beijing does not offer accelerate procedure in case of late application.**
9. Corporate, Individual and Associate Member's rates are only available to those Members who have already paid their Membership dues at the time of the application.
10. SwissCham Beijing does neither issue nor requests letters of invitation from a Swiss company or organization. This document must be provided by the applicant.
11. Upon request, SwissCham Beijing can translate from Chinese into English the applicant's company business license (required for the business visa) for an additional CNY50 fee.
12. By applying for SwissCham's Swiss visa service, the applicant is deemed to have accepted the present General Conditions without reservation.