Checklist for Business Visa
商务签证审核表

Name:_____ 姓名 Passport Number:_____ 护照号		Contact No.:_____ 联系电话 E-mail Address: _____ 邮件地址		
	Documents/主要材料	Yes/有	No/没有	Remarks/备注
1.	Visa application form: The form is available online at <https://formulario-mre.serpro.gov.br> A separate form must be completed for each applicant. Once filled out, the form should be printed and signed by the applicant him/herself. Please note: The signature on the Visa Application Form Receipt – RER receipt must match the applicant's signature on his/her passport. Additionally, when filling out the online form, any information originally in Chinese characters (e.g., names, addresses) must be entered using Pinyin/Latin letters, not Chinese characters. If the applicant is under 18 years of age, both parents/legal guardians must sign the Visa Application Form Receipt – RER on the applicant's behalf. 签证申请表：表格可在 https://formulario-mre.serpro.gov.br 在线填写。每位申请人需单独填写一份表格。表格填写完毕后，请打印并由申请人本人签名。 请注意：签证申请表回执–RER 上的签名必须与申请人护照上的签名一致。此外，在线填写表格时，任何原为中文的信息（如姓名、地址）必须使用拼音/拉丁字母填写，不得使用汉字。 如果申请人未满 18 周岁，则必须由父母双方/法定监护人为申请人代签签证申请表回执–RER回执。			
2.	Original passport. The passport must be signed and have at least 2 blank visa pages. Please note: a minimum of six month validity of the passport is not a requirement for issuing the visa but is a common requirement by airline companies travelling to Brazil. 护照原件。护照需已签名，并至少有两张空白签证页。 · 请注意：签发签证并不要求护照至少有六个月的有效期，但这是前往巴西的航空公司的普遍要求。			
3.	One recent photograph not older than 6 months, size 4cm x 5cm, in color, front view, white background. 一张近 6 个月内拍摄的彩色证件照，尺寸 4cm x 5cm，正面，白底。			
4.	Invitation letter from a Brazilian company, in Portuguese or English, on official letterhead, with stamp and signature, addressed to the consular service of the Embassy of Brazil in Beijing/ Consulate General in Chengdu/ Consulate General in Guangzhou/ Consulate General in Shanghai, including the following information: 4.1) the name and position that the applicant holds in the company; 4.2) clear, specific and detailed purpose of the trip and business activities to be performed in Brazil; 4.3) the Brazilian company's CNPJ number (corporate tax registration), address, and telephone number. 4.4) The invitation letter should include the following solemn statements (any of which is acceptable): "I hereby solemnly declare that the information contained in this letter and in the other documents attached to the visa application is true and accurate, subject to liability under			

	Chinese and Brazilian law." OR "Our company hereby solemnly declares that the information contained in this letter and in the other documents attached to the visa application is true and accurate, subject to liability under Chinese and Brazilian law." 巴西公司邀请函（葡萄牙语或英语，使用公司正式抬头纸打印，加盖公章并由负责人签名，抬头致巴西驻北京大使馆/成都总领事馆/广州总领事馆/上海总领事馆领事处），须包含以下信息： 4.1) 申请人在公司担任的姓名和职位； 4.2) 清晰、具体且详细的旅行目的及将在巴西进行的商务活动说明； 4.3) 巴西公司的 CNPJ 税号、地址和电话号码。 4.4) 邀请函须包含以下郑重声明（任选其一即可）："本人特此郑重声明，本函及签证申请所附其他文件包含的信息均真实准确，并愿根据中国和巴西法律承担相应责任。" 或 "本公司特此郑重声明，本函及签证申请所附其他文件包含的信息均真实准确，并愿根据中国和巴西法律承担相应责任。"			
5.	Original dispatch letter from the applicant's employer, in Portuguese or English, on official letterhead, with stamp and signature, addressed to the consular service of the Embassy of Brazil in Beijing/ Consulate General in Chengdu/ Consulate General in Guangzhou/Consulate General in Shanghai, including the following information: 5.1) the employer company's name in English; 5.2) the employee's name and title, supported by documentation of the employee's position, as well as a brief job description (e.g., work contract, official employment certificate, or equivalent document); 5.3) time of service for the company; 5.4) monthly salary paid by the company to the applicant; 5.5) contact person in Brazil; 5.6) description of the activities to be performed in a clear, specific and detailed manner; 5.7) intended duration of stay; 5.8) statement that the company shall assume full responsibility for the applicant while in Brazil and that the applicant will not exceed the legally authorized stay per visit; 5.9) statement that the company will bear all the costs with the trip; 5.10) signature and stamp by a senior manager (names must be transcribed in pinyin); 5.11) The dispatch letter must also include the following solemn statement: "I hereby solemnly declare that the information contained in this letter and in the other documents attached to the visa application is true and accurate, subject to liability under Chinese and Brazilian law." OR " Our company hereby solemnly declares that the information contained in this letter and in the other documents attached to the visa application is true and accurate, subject to liability under Chinese and Brazilian law." Please note the following requirements for both the invitation letter (issued by the Brazilian company) and the dispatch letter (issued by the Chinese company): - Avoid generic or vague descriptions, as they may result in processing delays and could require the applicant to submit additional documentation or attend an in-person interview at the Embassy or Consulate; - All acronyms must be spelled out in full the first time they appear, followed by the acronym in parentheses (e.g., “National Immigration Registry (CRNM)”). Brazilian invitation letters may be submitted with one of the following types of signatures:			

	A. Qualified electronic signature, as defined under Brazilian Law No. 14,063/2020; or the free electronic signature issued through the official Brazilian government portal gov.br. B. Digitally notarized electronic signature (via e-notariado – Brazil's remote online notarization service). C. Wet-ink (physical) signature, provided the document is notarized at a Brazilian notary public (cartório) and submitted together with one of the following: (C.a) The original notarized copy; (C.b) A certified true copy (cópia autenticada) of the notarized letter; or (C.c) A high-resolution scanned copy of the notarized letter, clearly displaying a QR code or verification code that enables online validation of the notarization through the official notary registry's website. Please note: In cases where the invitation letter is signed using the gov.br electronic signature, the consular authority may request, during the visa application review, the submission of the original PDF file used to generate the signed document. The applicant must provide this file upon request. Scanned or printed copies of the gov.br-signed letter, or any modified, altered, or corrupted versions of the original PDF file, may prevent successful verification of the signature and could negatively impact the visa assessment. The applicant bears full responsibility for maintaining the integrity, authenticity, and verifiability of the submitted electronic document. 申请人雇主出具的派遣函原件（葡萄牙语或英语，使用公司正式抬头纸打印，加盖公章并由负责人签名，抬头致巴西驻北京大使馆/成都总领事馆/广州总领事馆/上海总领事馆领事处），须包含以下信息： 5.1) 雇主公司的英文名称； 5.2) 雇员的姓名和职衔，并附证明其职位的文件（如劳动合同、正式在职证明等）以及简要职位描述； 5.3) 在公司的服务时间； 5.4) 公司支付给申请人的月薪； 5.5) 在巴西的联系人； 5.6) 清晰、具体且详细的在巴西活动描述； 5.7) 计划停留期限； 5.8) 声明公司将为申请人在巴西期间承担全部责任，且申请人每次访问不会超过法定授权停留期； 5.9) 声明公司将承担所有旅行费用； 5.10) 由高级管理人员签名并加盖公章（姓名需用拼音注明）； 5.11) 派遣函还必须包含以下郑重声明："本人特此郑重声明，本函及签证申请所附其他文件包含的信息均真实准确，并愿根据中国和巴西法律承担相应责任。" 或 "本公司特此郑重声明，本函及签证申请所附其他文件包含的信息均真实准确，并愿根据中国和巴西法律承担相应责任。" 请注意以下对巴西公司邀请函和中国公司派遣函的共同要求： · 避免使用笼统或模糊的描述，否则可能导致处理延迟，并要求申请人提交补充文件或前往大使馆/总领事馆进行面谈； · 所有缩写词在首次出现时必须写出全称，随后在括号内标注缩写（例如："National Immigration Registry (CRNM)"）。 · 巴西邀请函可按以下方式之一签署并提交： A. 符合巴西第 14,063/2020 号法律定义的合格电子签名；或通过巴西政府官方门户网站 gov.br 签发的免费电子签名。 B. 经数字公证的电子签名（通过 e-notariado – 巴西远程在线公证服务）。 C. 湿墨签名(实体签名)，但文件需在巴西公证处（cartório）进行公证，并连同以下任一文件一起提交： (C.a) 经公证的原件； (C.b) 经公证的邀请函的核证副本；或			

	(C.c) 经公证的邀请函的高分辨率扫描件，需清晰显示二维码或验证码，以便通过公证登记处官方网站在线验证公证真实性。 请注意：如果邀请函使用 gov.br 电子签名签署，领事官员在审理签证申请期间可能要求提交用于生成已签名文件的原始 PDF 文件。申请人必须根据要求提供此文件。 gov.br 签名邀请函的扫描件或打印件，或者对原始 PDF 文件进行任何修改、变更或损坏的版本，都可能导致签名验证失败，并可能对签证评估产生负面影响。申请人需对维护所提交电子文件的完整性、真实性和可验证性承担全部责任。			
6.	Copy of the Chinese business license issued to the applicant's employing company, accompanied by an English translation bearing the company's official stamp. Please note: For institutions that do not hold a business license (e.g., universities or government-sponsored organizations), an official institution registration document will be accepted in lieu. 申请人雇主公司的中国营业执照复印件，并附上加盖公司公章的英文翻译件。 请注意：对于没有营业执照的机构（如大学或政府资助的组织），可接受官方机构注册文件作为替代。			
7.	Printed copy of the round-trip flight itinerary or a letter from a travel agency addressed to the consular section of the Embassy/Consulate. The document must include: the applicant's full name; confirmed travel itinerary; flight numbers; and arrival and departure dates. The proposed travel dates must align with the applicant's business activities in Brazil, and the travel route should be consistent with the location of the inviting company and the schedule of planned meetings. 往返航班行程单的打印件或由旅行社出具给大使馆/总领事馆领事处的说明。文件必须包含：申请人全名；确认的行程；航班号；以及抵达和离境日期。 计划的旅行日期必须与申请人在巴西的商务活动相符，且旅行路线应与邀请公司所在地及计划会议日程一致。			
8.	If the applicant is self-employed, provide a bank letter confirming the applicant's financial standing and copy of the company's registration certificate. For professional traders or investors, submit a statement from the brokerage institution or investment platform covering the most recent six (6) months. 如果申请人为个体经营者，需提供确认申请人财务状况的银行资信证明以及公司注册证书复印件。对于专业交易员或投资者，需提交最近六 (6) 个月的经纪机构或投资平台对账单。			
9.	Supporting documents While only certain documents are mandatory, applicants are strongly encouraged to include relevant supporting materials whenever available. Although not compulsory, such documentation can help clarify the purpose of travel, demonstrate strong ties to the applicant's country of residence, and provide valuable context that may positively influence the visa decision. 1)Previous passport(s), if available; 2)Copy of the Brazilian ID card (RG) or passport of the individual who signed the invitation letter (see item 4 above), along with documentation attesting their authority to represent the company. The signature on both documents must match the one on the invitation letter. 3)Written confirmation of any scheduled appointments, if not already specified in the invitation letter, in addition to submitting the invitation letter itself. 4)For applicants who will take part in fairs or exhibitions in Brazil: floor plan of the event indicating the location of the booth of the applicant company; updated list of confirmed exhibitors including the name of the applicant company; and contract			

	signed between the applicant company and the event organizer in Brazil, as well as any other documents proving the company's participation in the event. 辅助材料 尽管只有部分文件是强制性的，但我们强烈建议申请人尽可能提供相关的辅助材料。这些文件虽非强制，但有助于说明旅行目的，证明申请人与居住国有紧密联系，并提供有价值的背景信息，可能对签证结果产生积极影响。 1) 旧护照（如有）； 2)邀请函签署人（见上文第4项）的巴西身份证（RG）或护照复印件，以及证明其有权代表公司的文件。上述两份文件上的签名必须与邀请函上的签名一致。 3)除邀请函本身外，如邀请函中未详细说明，可提供已预约会议的书面确认函。 4)对于将参加巴西展会或展览的申请人：标有申请人公司展位位置的展会平面图；包含申请人公司名称的最新已确认参展商名单；申请人公司与巴西活动组织方签订的合同，以及任何其他证明公司参与该活动的文件。			

VISA Fee（签证费）	
Service Fee（服务费）	
Courier Fee (If any) 快递费（如选）	
Other Fees（其他费用）	

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Name & Signature of Processing Officer Date/日期
资料审核员签名

Applicant's Signature 申请人签名