

CHECKLIST FOR
该材料清单适用于

VISITOR VISA – BUSINESS EVENTS – CHINA 访问签证-商务会奖类-中国地区

You can lodge your application at the New Zealand Visa Application Centres (VAC) in China OR Hong Kong. For more information about the VACS visit: www.vfsglobal.cn/NewZealand/China
It's important you provide all the relevant information requested below so we can process your application promptly. Application forms are available from our website:

www.immigration.govt.nz/forms.

您可将申请递交至中国大陆或香港地区的新西兰签证中心。如需获得关于签证中心的更多信息，请访问: www.vfsglobal.cn/NewZealand/China。请务必按照下列要求提供所有相关信息，以便我们能够及时审理您的签证申请。签证表格可以从我们的官网获取：www.immigration.govt.nz/forms。

Alternatively you may be able to apply on-line for some visa types. You can access our on-line visa application service through our website: www.immigration.govt.nz

此外您可以在线提交某些类别的签证申请。您可以访问我们的网站：

www.immigration.govt.nz 了解并获取在线签证申请服务。

You do not have to provide original documents when you lodge your application unless specified in this checklist, but if you choose to, please provide a copy along with the original. All Application and Supplementary Forms must be the signed original.

除非以下清单明确要求提供原件，在递交申请时您可以选择不提供申请材料的原件。如果您选择提供原件，请同时提供原件和复印件。在提交申请材料时，所有申请表格和补充表格必须填完后签名并以原件的形式提交。

- (GROUPS ONLY) A completed [Group Visa Form for New Zealand \(INZ1021\)](#) and a completed [Additional Group Visa Form for New Zealand \(INZ 1022\)](#) if there are more than 12 visitors included in the group
(仅团组签证) 一份填写完整的新西兰团组访问申请表 (INZ1021)，如团组成员超过 12 人，须补充一份完整的新西兰团组访问补充表 (INZ1022)
- (GROUPS AND INDIVIDUALS) A completed [Visitor's Visa Application Form](#) for each applicant ([INZ 1017](#)) or [INZ 1188](#)
(团组及个人) 每一位申请人填写完整的访问申请表 (INZ1017 或 INZ1188)



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- Supplementary Form for Chinese Visitors, Students and Workers
[Supplementary Form for Chinese Visitors, Students and Workers \(INZ 1027\)](#)
(CHINESE NATIONALS AND PEOPLE BORN IN CHINA ONLY)
补充申请表，仅适用于中国公民以及在中国出生的申请人的访问、学生及工作申请（INZ1027）
- [Supplementary Form for Hong Kong and Macau Visitors, Workers and Students \(INZ 1220\)](#)
(HOLDERS OF HKSAR AND HKBNO PASSPORTS, HOLDERS OF HONG KONG DOCUMENTS OF IDENTITY and HOLDERS of MACAU SAR PASSPORTS and TRAVEL PERMIT ONLY)
补充申请表，适用于香港及澳门居民的访问、学生及工作申请(INZ 1200)（仅限香港特别行政区、香港英国国民海外护照持有人、香港签证身份书持有人、澳门特别行政区护照及旅行证持有人）。
- A current passport (original or certified copy)
必须提供有效护照原件
- A copy of the identity pages of the passports of every person included in the application
申请中包括的所有申请人的护照个人资料页复印件
- Two recent passport-sized colour photographs, (must be less than 6 months old) of each person included in the application
包含在此申请中的每位申请人的近期护照照片两张（必须是六个月以内的）
- Copy of Chinese identity card (CHINESE NATIONALS ONLY)
中国身份证副本(仅中国公民)
- Copy of Hong Kong /Macau identity card (HK AND MACAU RESIDENTS ONLY)
香港/澳门身份证复印件（仅适用于香港和澳门居民）
- Household registration book (Hukou) (CHINESE NATIONALS ONLY)
申请人户口簿(仅适用于中国公民)
- A covering letter in English from the agent with authorised signature. This letter must clearly identify that the application is to be lodged under the BE scheme. Also it must include:
 - the number of people included in the application, their employer(s), position(s) held and length of employment;
 - reason for visit to New Zealand: as either an incentive reward [provide details of the employees' company or organisation responsible for arranging the incentive programme, including the name of the company/organisation and
 - their website address or to attend a meeting, conference or exhibition provide details of business event, including link to the business event's website or webpage];
 - confirmation that each person holds fully paid return tickets.
 - 一份由授权中介签署的英文照会。此信必须明确该申请属于商务会奖类访问签证，并须包含以下内容：
 - 申请人数，雇主信息，在职职务及工作年限
 - 访问新西兰原因：若为激励奖励机制[需提供负责安排此奖励政策的雇主或组织方的具体信息，包括公司 / 组织方名称和网站地址]，或为参加会议，研讨会或展览会[需提供商务活动的具体信息，包括商务活动的链接网站或
 - 网址]
 - 确保每一位申请人持有全额付款的往返机票
- The travel itinerary, including: full details of the applicants' planned activities; cities and/or regions to be visited; accommodation during their stay in New Zealand; and their confirmed dates of arrival and departure from New Zealand
行程单，包含申请人在新西兰访问期间所计划的活动，旅游和住宿的城市或地区的所有细节，并明确其到达和离开新西兰的日期
- If you are including your partner or dependent child in your application, please submit evidence of your relationship to



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them, such as your Hukou, your marriage certificate, your child's birth certificate showing parents' names.

如有配偶或未成年子女随行，请递交您与该配偶或子女关系证明，例如户口簿，结婚证或子女出生证（显示父母名字）

- If your dependent child is included in your application but the child's other parent is not travelling with you, please provide a letter of consent for the child to travel, from the non-travelling parent.

如有未成年子女随行，但您的配偶不随行，必须递交不随行的父母一方的书面同意函，表示同意该子女随您出行。

Immigration New Zealand reserves the right to request additional information in the course of assessing an application and to retain information and documents on file.

新西兰移民局有权在审理申请过程中要求申请人提交补充材料，并保留申请人提交的信息及材料。

Note: Failure to submit all the necessary documents listed above may result in your application being refused, or a delay in processing if INZ requires further documents.

备注：未能提交所有上述所需文件可能导致您的签证申请被拒绝。如果新西兰移民局要求提供补充资料，将会延长您的签证申请的审理时间