

VISA APPLICATION

REQUIREMENTS FOR BUSINESS VISITING REPUBLIC OF TAIWAN (R.O.C)

Overview:

This application process documentation is applicable for business visa.

We hereby show high appreciation that you show interest in Taiwan's business sector.

Please note that you will not be guaranteed to get your visa, we are able to reject invalid documents.

In addition, make sure you arrange your time spaciouly for the application process, it is desirable to ask for you to book 2 weeks in advance.

On a serious note, dropping your application in our POSTBOX will not be permitted.

Kindly note if applicants are over 65 years old we will require the travel insurance which covers the medical expenses overseas including Taiwan.

Breakdown of required documents:

1. Visa Application form. (The given name on the visa application form must be the same as the passport)
2. Original passport and passport copy. (plese remove the passort cover before submission)
3. Two standard colour passport photos taken within 6 months (**It must be in color, please do not re-submit photos that were already used in previous visa**).
4. Flight Itinerary .
5. Hotel booking confirmation .
6. Copy of the inviter's ID.(Back and Front)
7. Invitation letter from Taiwan's company to invite you there.
8. Taiwan company's business registration certificate
9. Ongoing letters, trading records, invoices or communication records (e.g. LC, remittance receipt ... etc.)
10. Proof of Employment. (with formal letterhead)
11. The latest 3 months bank statement. (**Print in English Version**)
12. If applicants are over 65 years old, please provide travel medical insurance which covers the medical expenses overseas including Taiwan.
13. Application fee in CASH only.

Please do not use any **staples** on documents when submission, you may use **paper clips**.

When all documents are ready, book your appointment 2 weeks in advance to hand in the required documents. Request appointment via email, tlorsavisa@gmail.com .

Deeper elaboration of Application documentation

1. Use Google Chrome to complete the online Visa Application Form on <https://visawebapp.boca.gov.tw>

Online application process:

- Choose the General Visa Application (make sure to complete and submit all 7 pages).
- Select *Visitor's Visa*, Single Entry or Multiple Entry.
- Ensure you choose the correct purpose of your travel.
- After submission, print out the form in PDF including the barcode on the bottom right corner.
- Sign the form and make sure it is identical to your signature on your passport.
- Check all information is identical with your supporting documents.

Lastly, make sure given name and surname are exactly as it is on passport.

2. Applicant's original passport

3. Copy of passport.

4. Two colour photos with white background taken within 6 months.

5. Flight itinerary.

6. Inviter's copy of ID from Taiwan and Invitation sign letter.

7. Taiwan company's business registration certificate

8. Ongoing letters, trading records, invoices or communication records (e.g. LC, remittance receipt ... etc.)

9. Hotel booking confirmation.

10. Proof of employment of the applicant.

11. the applicant's latest 3 months bank statement in English.(the bank statements must have stamp or e-stamp from the bank)
12. If applicants are over 65 years old, please provide travel medical insurance which covers the medical expenses overseas including Taiwan.

Fee:

Kindly make sure that the amount is exact and **cash only**, no change will be given.
NO POSTAL ORDERS, BANK DRAFT OR EFT'S WILL BE ACCEPTED.

(Kindly prepare the **exact amount** of cash for application fee)

Single Entry Visitor's visa for South African passport holder :

- Normal: R0 (free) (7 working days)
- Express/urgent: R400 (3 working days)
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Multiple Entry Visitor's visa for South African passport holder :

- Normal: R0 (free) (7 working days)
- Express/urgent: R800 (3 working days)

Single Entry Visitor's visa for **Non – SA** passport holders:

- Normal: R800 (7 working days)
- Express/urgent: R1,200 (3 working days)

Multiple Entry Visitor's visa for **Non – SA** passport holders:

- Normal: R 1,600 (7 working days)
- Express/urgent: R2,400 (3 working days)

Appointment procedure:

- Request for appointment 2 weeks in advance via email, tlorsavisa@gmail.com .
- If someone is coming on your behalf, email us their details and the person should bring along his/her copy of their ID.
- If you send an agent or courier to submit/collect your visa, this will be at your own risk and personal expense.
- It is the applicant's responsibility to check with their courier companies, agents or relatives if their Visa/authentication have been submitted or are ready for

collection. **We do not arrange submissions and collections with any parties.**

Warning: Applicants are encouraged to be honest with their purpose of travel so that the review of your application can be done with honesty and validity. That means that we do not tolerate any fraudulent act or deception.

Kindly note that we require all the documents to be submitted to our office physically.

Please note: The Taipei Liaison Office in the RSA reserves the right to withhold the application and request further information, including supporting documents and/or an interview with the applicant, should it be deemed necessary.

Please note: the Consular office will not print any documentation on the applicant's behalf unless there is communication requiring additional documentation after submission. It is the applicant's responsibility to make sure that their application meets the requirements. We are not responsible for any information provided by agencies and other publications.

Please be advised that you should not pay for your flight before obtaining the visa. While the visa requirements do ask for flight details, they do not require payment for the flight at this stage.

We want to ensure that none of the applicants incur unnecessary expenses.

Once you have been notified that you may collect your visa/passport, should you send an agent or courier to collect it, they will need to present a printed letter of authority from you for them to be able to collect it from us. If using a courier, you must also email us the collection waybill prior to the collection day.

Our details:

Taipei Liaison Office in South Africa

Tel: (+27) 12 430 6071/2/3

Email address: tlorsavisa@gmail.com

Address:

1147 Francis Beard Street

Hatfield

Once you obtain the visa, Please use following website to fill in the online arrival card (3 days before) before you enter Taiwan :

<https://twac.immigration.gov.tw/>

ONLINE ARRIVAL CARD



🔍 Taiwan arrival card ×

