

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)



NEW ZEALAND
IMMIGRATION

- 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



NEW ZEALAND
IMMIGRATION

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