

#### Guide Manual for Taiwan GuanHong Visa Online Application System

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### ① Before Applying ... / 申請文件準備

#### 套裝旅遊團 Escorted tours

企業獎勵旅遊團 Incentive tours 飛航郵輪團 Fly-cruise tours

- I 團員名冊 List of Tourists (\*.xls) (可於系統中自行輸入 / or manually create on the sys.)
- I 團員護照檔 Tourists passports copies (※ at least six months of remaining validity)
- 在臺行程表 Itinerary
- (指定)旅行社委託證明 Certificate of appointing the (designated) outbound travel agency
- 臺灣接待旅行社切結書 Affidavit of the Taiwan inbound travel agency
- 且團社與接待社合約書 Contract of outbound and Taiwan inbound travel agency
- 旅客來回機票訂位紀錄 Passenger round-trip ticket record
- 住宿預訂記錄 Accommodation reservation record
- □ 其他審查要求文件 Other review requirements

上傳檔案限制為PDF格式 ※ Upload files are limited to PDF format

- 企業組團證明Authorization
   certificate of the company
- 企業執照 Company business License
- 旅行社執照(非指定旅行社)
   Travel agency license (nondesignated one)

*X* Please scan into 1 file

- 郵輪訂位證明 Registration certification of international cruise liners
- 旅行社執照(非指定旅行社)
   Travel agency license (nondesignated one)

X Please scan into 1 file

1

### ② System Login/ 系統登入 (1/1)



▲ 填報人:測試國外組團社01 國外組團社承辦人01 ③ 2025/2/17 (一) PM 01:53



# https://guanhong.tad.gov.tw

Submit

糸統上線使用:預計自2025年3月31日起上線申請
 ▶ System online: Online application is expected to start on March 31, 2025

帳號及密碼:將另行寄送· 建議於第1次登入時更改密碼

Account and password: it will be sent separately, and it is recommended to change the password when logging in for the first time.

♥ 變更密碼 Change password	d
帳號 Account	輸入帳號(必填)
舊密碼 Old Password	輸入舊密碼(必填)
新密碼 New Password	輸入新密碼(必填)
新密碼確認 Confirm	輸入新密碼確認(必填)
驗證碼 CAPTCHA	X2X5J

back to Login

#### ③ APPLY-Select application type / 申請-選擇團體類型 (1/10)

- Routing : Home > Guanhong Project application
- Select application type : Escorted tours 
   Incentive tours 
   Fly-cruise tours



#### ③ APPLY-Input tours information / 申請-填寫團體資料 (2/10)

類別 Category	旅行社套裝旅遊團 Escorted tours	申請日期 Application date	2025/01/19		
指定旅行社 Designated travel agency	XXX旅行社				
行程名稱 Itinerary name					
申請簽證人數 Number of people applying for visa	Å			←	
	へ 入境時間 00 ▼ : 00 ▼	共計	日 夜		to apply GH visa
	入境航班 Inbound flight details				
	入境機場 Arrival airport ○桃園機場 TPE ○ 高雄機場 K	(HH ○臺中機場 RMQ ○	臺南機場 TNN		
來臺旅遊期間 Dates of travel in Taiwan	〇 其他 Other				飛航郵輪團需輸入郵輪抵離台灣的時間
	山境時間 Departure time 00 ~ : 00 ~ 出境航班	·		• • •	Fly-Cruise tours need to enter the time
	Departure flight details 出境機場 Departure airport				cruise arrives and leaves Talwan
	○桃園機場 TPE ○ 高雄機場 K ○ 其他 Other	(HH ○臺中機場 RMQ ○ )	臺南機場 TNN		<b>請輸入1位領隊之全名</b> (無須申請觀宏簽證也要均
領隊	姓名 Name			<	<ul> <li>Please input the full name of 1 tour lease</li> </ul>
Tour Leader	護照號碼 Passport No.	性別( Sex (	)女 Female )男 Male		even he/she does not need to apply G
臺灣地接社 Taiwan travel agency					EX. INGUTEIN VAIN INAIVI
組團社聯絡人 Designated travel agency contact person		聯絡電話 Phone number			請填寫組團旅行社資料
聯絡email <sup>Email</sup>					Please fill in the information of the

2

#### ③ APPLY-Create tour name list/ 申請-建立團員名冊 (3/10)

Enter the names of tour members : Import a list of tour members Manually create a list of tour members



5

#### ③ APPLY-Create tour name list-Import list file 匯入名冊 (4/10)









#### ● 團員名冊 Name List



暫存	上一步	下一步	離開
mporary data storage	Previous step	Next step	Leave without saving data

#### 請下載範本參考

Download the template for reference

名冊格式請勿更改,並選擇正確檔 案後上傳

Please do not change the format of the list and upload the correct file.

#### ③ APPLY-Create tour name list-Import list file 匯入名冊 (5/10)

		Name List o	f Foreigners Applying to Adn	inistration of Consular Affairs	s for eVisas to Participate in Me	etings or Activiti
			т	he columns below are to be filled by Tourism Adminis	tration, Republic of China (Taiwan).	
國內申請單位	交通部舰先署					
联络人姓名	聯絡人電話	联络人電子郵件				
郭奕妍	(02)2349-1500 分換#8456	viankuo@tad.gov.tw				
來臺目的(會議或活動名稱)	會議或活動起始日期(西元年月日)yyyy/mm/dd	會議或活動迄日(西元年月日)yyyy/mm/dd				
觀宏專案台灣旅遊團	2024/XX/XX	2024/XX/XX				
協辦中央政府機關						
中央政府機關發文日期字號	年月日觀國字第號					
本次申请国籍及人數	國家: 越 南 (總計申請:XX 人)					
The columns below are t	o be filled by Tourism Administration,	Republic of China (Taiwan).	·v	·•	· · · · · · · · · · · · · · · · · · ·	
電子簽證憑證(Ecode)	電子簽證憑證有效期間起始日 (Initial date)	電子簽證憑證有效期間截止日 (Date of expiry)				
EVKH-XXXXX	2024/XX/XX	2024/XX/XX				
Please fill in the followi	ng information in accordance with foreign pa	ssport data.				
圖着(Nationality) (请填寫圖着代碼code only)	暖照弦碼 (Passport No.)	灶(Surname)	名(Given Name)	出生日期(Date of Birth) (dd/mm/yyyy)	嘎弧效期(Date of Expiry) (dd/mm/yyyy)	性別(Sex) (M/F/X)
VNM						
VNM						
VNM		ll in thic ara			•	
VNM					******	
VNM					*	
VNM			•	•	•	

#### ※ Notes on filling out the files of tour list / 團員名冊檔案填寫注意事項

- 1. Nationality: Vietnam-VNM / Cambodia-KHM / Lao-LAO
- 2. <u>Date of Birth</u>: If there is no date of birth on the passport, please fill in 15/mm/yyyy no month & date of birth, fill in 01/07/yyyy
- 3. <u>Sex</u>: Please confirm the gender on the passport, do not just fill in the form based on the photo.
- 4. Only fill in the information of the group members who need to apply Guanhong visa.

#### ③ APPLY-Create tour name-Input manually 自行輸入 (6/10)



離開 Leave without saving data

4-2

#### 自行輸入個別團員名冊 Add new tour members

#### ③ APPLY-Create tour name-Input manually 自行輸入 (7/10)



Notice for the Remark section:

- If the Passenger No.1 travels with her daughter (Passenger No.2), the remark section of Passenger No.1 can be noted as "Travel with daughter No.2", then the remark of No.2 will also be "Travel with Mother No.1".

- If the Passenger is travel alone, the remark section will be noted as "Travel alone".

#### ③ APPLY-Create tour name list/ 申請-建立團員名冊 (8/10)

● 團員名冊 Name List 緊急連絡 人姓名 Emergency contact 見宏專案 緊急連絡 緊急連絡 緊急連絡人關 團員 護照號碼 名 護照效期 電話 人電話 人現住地 (或在臺親 國籍 姓 出生日期 性別 職業 備註(親屬關係) 操作 係 uanhong Passport Given Date of Phone Contact's 址 友) Surname Date of Birth (Remarks/Kinship) Nationality Sex Occupation Relationship to Action project Name Number No. Expiry phone Contact's relative/ tourist tour Number address friend in member Taiwan and/or abroad 29 NGUYEN. TEACHER OF 編輯 Edit BINH SACH 男 +84-TRAN HUNG HINH +84-越南  $\checkmark$ KHIEM, C8846378 HINH 04/03/1967 12/02/2030 TRAVEL1 BROTHER DAN MINH HY Male DAO 971425897 (Vietnam) 906997852 删除 DA KAO, Delete SCHOOL Q1, TPHCM

建立團員名冊 Enter the names of tour members

> 如果團員資料有誤,請於此處進行編輯或刪除 If the member information is incorrect, please edit or delete it here

#### ③ APPLY-Upload documents/ 申請-上傳應備文件 (9/10)



離開

Leave without saving data

請逐項選擇檔案後上傳

Please select the files one by one and upload them

#### 上傳檔案限制為PDF格式

Upload files are limited to PDF format

#### ③ APPLY-Application Completed/ 申請完成 (10/10)



## ④ Status Inquiry/申請進度查詢 (1/3)

東南亞國家優質團體旅客來臺觀光簽證作業規範(觀宏專案)修正規定

2022/11/09

交通部觀光 Tourism Administration, MC	틡 觀宏縣	專案系統				1	填報人:測試國外組團社01 國夕 ① 2025/2/1	・組團社承辦人01 7 (一) PM 01:53	Option 1
				H			華福聚		Home首頁
首頁 Home		最新消息 News	觀宏専 Guanhong Proje	案申請 ect application	進度查詢 Status inquiry	案件列表 Case list	資料補正 Data correction	下载専區 Download	- 提示待補正之案件數
<sup>您好,您有3件申</sup> 案件列表 Ca	□請案需補正 se list	・請儘速補正ト	Hello, you have 3 a	applications that requ	lire corrections. I	Please make the r	ecessary corrections as soon as	possible.	Notice: number of cases to be corrected
旅遊團編號 Tour group number	E- Code E-Code	進度查詢 碼 Inquiry code	人數 Number of persons	臺灣地接社 Taiwan travel agency	入境日期 Entry Date	出境日期 Departure Date	類別 Category	操作 Action	
			5	首都旅行社	2025/03/01	2025/03/05	企業獎勵旅遊園 Incentive tours	檢視 View	顯示最新之申請案件
			5	首都旅行社	2025/03/01	2025/03/05	旅行社套裝旅遊園 Escorted tours	編輯 Edit	Show the latest applications
			5	吉獅國際旅行社	2025/02/27	2025/03/05	旅行社套裝旅遊團 Escorted tours	編輯 Edit	
最新公告 An	nounceme	nts							
2024/10/19	重啟「觀	宏専案」衝刺疫	後新南向市場來臺	旅客					
	25 WH #8 12	回名二朗からば	(佐居) (広膳前该年	本公均规调工菌人力	. 広禧洛漸復報11	12年本公旅安口達	640萬人次		

### ④ Status Inquiry/ 申請進度查詢 (2/3)



### ④ Status Inquiry/ 申請進度查詢 (3/3)



#### ⑤ Data correction / 資料補正 (1/1)



#### 請查看審核意見,並點選進行資料補正

> Please check the revise comments and click to correct the application.

所有案件補正作業仍須完成所有程序之確認

> All steps must be completed after corrections for confirmation.

#### ⑥ ECODE activated/ ECODE 生效 (1/1)

○案件列表 Case list

. . . . . . . . . . . . .





:										
	E- Code	進度查詢碼 Inquiry code	E-Code有 效期間 E-Code validity period	人數 Number of persons	臺灣地接社 Taiwan travel agency	入境日期 Entry Date	出境日期 Departure Date	類別 Category	案件狀態 Status	操作 Action
				5	首都旅行社	2025/03/01	2025/03/05	企業獎勵旅遊團 Incentive tours	退件 Application rejected	檢視 View
		VNM25021403		5	首都旅行社	2025/03/01	2025/03/05	旅行社套裝旅遊團 Escorted tours	未審核 Not yet reviewed	編輯 Edit
				5	吉獅國際旅 行社	2025/02/27	2025/03/05	旅行社套裝旅遊團 Escorted tours	未審核 Not yet reviewed	編輯 Edit
				5	台 <b>灣貴豪</b> 旅 行社	2025/02/27	2025/03/04	旅行社套裝旅遊團 Escorted tours	未審核 Not yet reviewed	編輯 Edit
				3	百樂國際旅 行社	2025/02/27	2025/03/04	企業獎勵旅遊團 Incentive tours	審核中 Under review	檢視 View
				2	百樂國際旅 行社	2025/02/27	2025/03/01	旅行社套裝旅遊團 Escorted tours	審核中 Under review	檢視 View
				1	台 <b>灣貴豪</b> 旅 行社	2025/02/26	2025/02/28	飛航郵輪團 Fly- cruise tours	審核中 Under review	檢視 View
		VNM25021402		5	首都旅行社	2025/02/26	2025/02/27	企業獎勵旅遊團 Incentive tours	待補件 Items need to be added	檢視 View
				5	首都旅行社	2025/02/26	2025/02/27	旅行社套裝旅遊團 Escorted tours	審核中 Under review	檢視 View
ξ.,										

案件列表中出現E-CODE表示審核 通過,請於有效期間內至以下網站 進行E-VISA申請作業

- The E-CODE shows on the list indicates that the application has been approved.
- Please go to the following website to apply for E-VISA within the validity period.

https://visawebapp.boca.gov.tw /BOCA\_EVISA/home.do

### ⑦ Abnormal notification / 異常及註銷通報 (1/1)

發生以下任何異常或取消情形,請立即請台灣地接旅行社向台灣觀光署進行線上通報作業:

> If any accident or cancellation occurs, please notify <u>Taiwan Travel Agency</u> to report to TTA immediately.

Report Type 通報類型	Situation 異常狀況
	Change of tour leader, hotel and flight. 更換領隊、飯店及航班
Accident Report	In case of natural disasters, weather or flight scheduling and other emergencies that cause flight changes and cause the entry and exit dates to be advanced or postponed. (※Relevant documents are required) 如遇天災、氣候或航班調度等突發狀況造成 <u>航班異動</u> 致入出境日期提前或延後(※需 檢附相關證明文件)
	Group member encounters a disaster, leaves the group or overstays. (※Report within two hours) 團員遇災害事故、脫團或逾期停留 (※事發二小時內通報)
	Group member needs to return home early due to family matters or is sick (※Report within 24 hours) 團員因家中有事需提早返國或遇生病情事 (※24小時內通報)
Cancellation Report	Group member cancels the trip and non-entry Taiwan. 團員取消行程未入境台灣

### ⑧ Other considerations / 其他注意事項 (1/2)

ltem	Description
指定旅行社資格檢討 Designated travel agency qualification review	每年3月及9月將定期進行檢討,針對送客量低之指定旅行社,提出移除 名單之建議 Annual reviews will be conducted in March and September every year to propose removal recommendations for designated travel agencies with low passenger volume.
罰則及資格回復 Penalties and Qualification Restoration	<ul> <li>指定旅行社發生脫團、逾期停留團員達三人者,觀光署得暫停其送件資格 三個月; 達六人者,立即除列本專案指定旅行社名單</li> <li>▶ If a designated travel agency has <u>three members</u> who leave the group or overstay, TTA may suspend its qualification for applications for <u>three months</u>; if there are <u>six members</u>, it will be immediately <u>removed from the list</u> of designated travel agencies for this project</li> <li>遭除列之旅行社需滿一年後,始得重新申請資格</li> <li>&gt; Travel agencies that have been removed from the list must <u>wait</u> one year before they can re-apply for the qualification.</li> <li>指定旅行社如發生脫團、逾期停留團員人數累計未達除列基準,如自最後 違規日起一年內無違規情事,得於滿一年翌日起歸零計算</li> </ul>
	➢ If the number of tour members who leave the group or overstay the designated travel agency does not reach the delisting criteria, <u>if there is no new violation record within one year from</u> the last violation, the calculation will be reset to zero.

### ⑧ Other considerations / 其他注意事項 (2/2)

ltem	Description
團員持 TAC VISA入境 Group members entering by TAC VISA	<ul> <li>同團團員持TAC VISA入境者,無須登入本線上申請系統</li> <li>➢ Group members who already applied TAC VISA do not need to log in to this online application system</li> </ul>
告知團員事項 Notice Group members about "GUANHONG VISA REGULATION"	<ul> <li>申請觀宏簽証之旅客・應依旅行社安排之行程旅遊・不得擅自脫團或逾期 停留。違反規定者、台灣治安機關得依法逕行扣留及強制出境、且不得再 次入境台灣</li> <li>&gt; Passengers applying for GuanHong visa <u>MUST TRAVEL</u> <u>ACCORDING TO THE ITINERARY ARRANGED BY THE TRAVEL</u> <u>AGENCY, AND ARE NOT ALLOWED TO LEAVE THE GROUP OR</u> <u>OVERSTAY</u>. Those who violate the regulations may be detained and forced to leave the country by Taiwan's public security authorities in accordance with the law, and they will not be allowed to re-enter Taiwan.</li> <li>&gt; Please print out the "GUANHONG VISA REGULATION" and give it to every passenger applying GuanHong Visa.</li> </ul>

\*\*TAC VISA: 東南亞國家人民來臺先行上網查核

*Online Application for R.O.C. (Taiwan) Travel Authorization Certificate (Applicable to citizens of India, Vietnam, Indonesia, Myanmar, Cambodia and Lao*