

Project for Simplifying Visa Regulations for High-end Group Tourists from Southeast Asian Countries

**(India/Vietnam/Indonesia/
Cambodia/ Myanmar/Laos)**

Taiwan Tourism Bureau

Visa Simplification

- ❑ **From 1 Nov 2015 to 31 Dec 2023, tourist groups organized by the designated travel agencies and corporate incentive groups from India, Vietnam, Indonesia, Myanmar, Cambodia, and Laos are qualified to apply for an entry visa to R.O.C (Taiwan) with no need for proof of occupation and supporting financial documents.**
 - ❑ **Also waive the VISA application fee.**
 - ❑ **The application of group visa to Taiwan can submit via Taiwan Tourism Bureau Representative Office.**
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❑ **Category of group**

- **Escorted tour**
- **Incentive tour**
- **Fly Cruise tour**

❑ **Group Size**

- **Minimum 5 tourists per group**

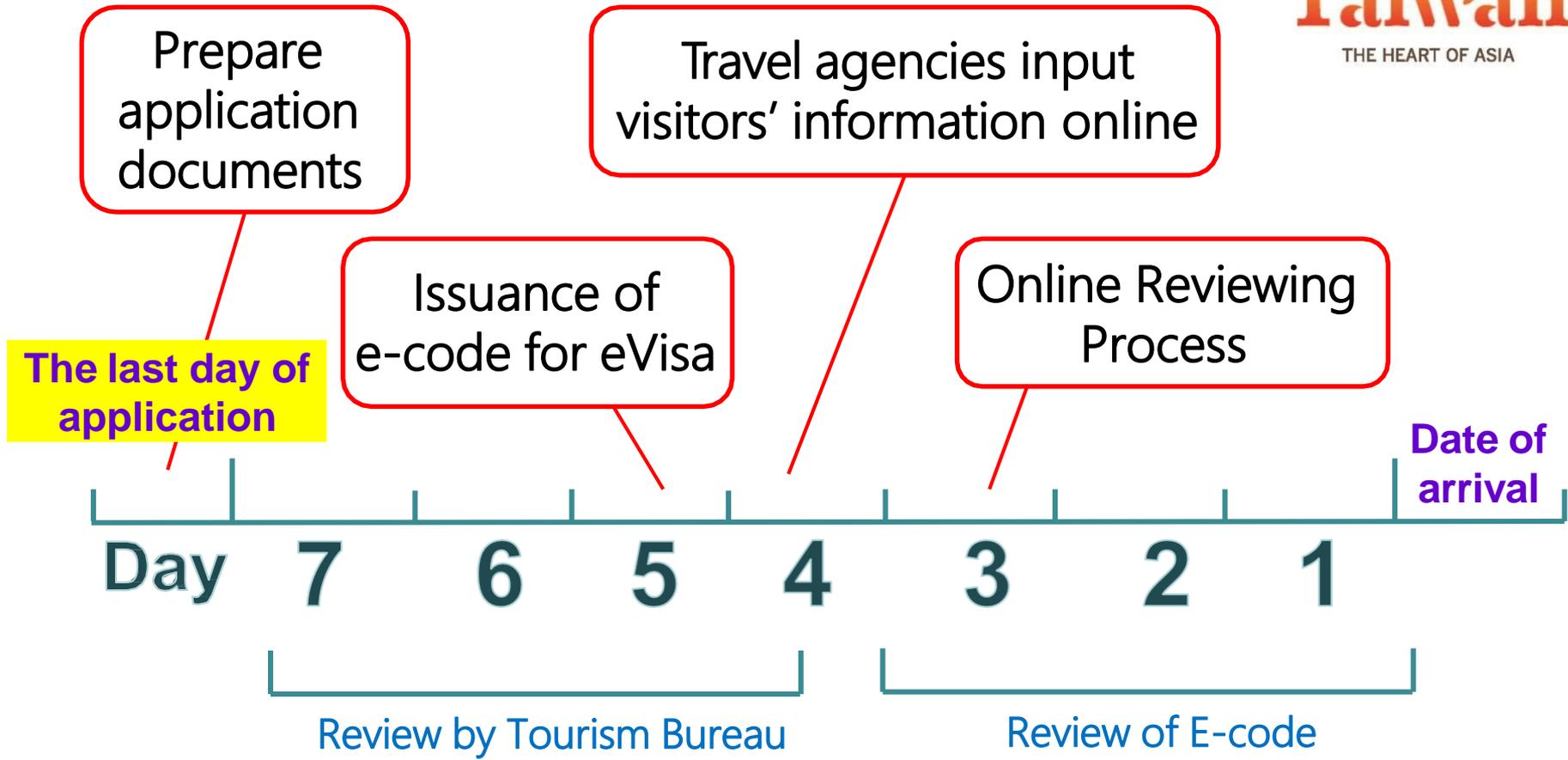
❑ **Duration of stay**

- **Valid for 14 Days per visa**
- **Multiple-entry visa only for Fly Cruise**

❑ **Working days that's needed**

- **7 working days**(excluding **Saturday, Sunday and Public holidays** for each representative office and Taiwan)
- **working day will start to calculate after all the document are completed.**





***Time needed for processing applications
(Apply at least 7 days before groups arrive in Taiwan.)***

Representative Office



☐ **Taiwan Visitors Association, Kuala Lumpur Office (for Indonesian groups)**

Phone: +60-3-2070-6789 Fax: +60-3-2072-3559

Email: tbrocklvisa@taiwan.net.my

☐ **Tourism Representative, Travel Section, Taipei Economic and Culture Office in Ho Chi Minh City (for Vietnam, Laos, Cambodia groups)**

Phone: +84-28-38349160~65 #3106/#3108/#3109

Email: apply@taiwan.net.vn

☐ **Tourism Representative, Travel Section, Taipei Economic and Culture Office in Thailand (for Myanmar groups)**

Phone: +66-21266202

Email: visa.ttbbkk@gmail.com

☐ **Taiwan Visitors Association, Singapore Office (for India groups)**

Phone: +65-6223-6546/7 Fax: +65-6225-4616

Email: tbrocsin@singnet.com.sg

Time needed for processing incentive tour applications

80 or fewer people	7 work days
81-160 people	8 work days
161-200 people	9 work days
201-250 people	10 work days
251-400 people	11 work days
More than 400 people	special case

How to apply?

Prepare application documents (Review by Representative office)

Review by Tourism Bureau

Issuance of approval document and **E-code** for e-Visa

Input visitors' information **online** and Fill out e-Visa form

Printout e-Visa

Escorted Tour

1. Application form
2. Appointing letter/Letter of Authorization
3. Affidavit letter
4. Tour organizing agency and reception travel agency contract
5. Tourist List
6. Round trip flight ticket-booking reference
7. Itinerary
8. Hotel booking reference and confirmation
9. Passport Scan-for each tourist
10. Excel name list

Prepare application documents (Review by Representative office)

Review by Tourism Bureau

Issuance of approval document and **E-code** for e-Visa

Input visitors' information **online** and Fill out e-Visa form

Printout e-Visa

Incentive Tour

1. Application form
2. Appointing letter/Letter of Authorization from Incentive company
3. Business License of Incentive Company
- Original and Translation
4. Appointing letter/Letter of Authorization from Incentive company
5. Tourism License from Local Travel Agency
- Original and Translation
6. Affidavit letter
7. Tour organizing agency and reception travel agency contract
8. Tourist List
9. Round trip flight ticket-booking reference
10. Itinerary
11. Hotel booking reference and confirmation
12. Passport Scan
13. Excel name list

Prepare application documents (Review by Representative office)



Review by Tourism Bureau



Issuance of approval document (no E-code will be given)



Process hard copy multiple entry visa at TECO/TETO Office

Fly Cruise Tour

1. Application form
2. Appointing letter/Letter of Authorization
3. Affidavit letter
4. Tour organizing agency and reception travel agency contract
5. Tourist List
6. Round trip flight ticket-booking reference
7. Boarding pass or related document of Cruise
8. Itinerary
9. Hotel booking reference and confirmation
10. Passport Scan-for each tourist
11. Excel name list

Required document 1/10

- Application form

Appendix 2

Project for Simplifying Visa Regulations for High-end Group Tourists from Southeast Asian Countries

Application date: MM DD YY	
Category	<input type="checkbox"/> Escorted tour <input type="checkbox"/> Incentive tour <input type="checkbox"/> Fly Cruise tour
Name of the designated travel agency or the corporation (Chinese and English)	<div style="border: 1px solid red; border-radius: 50%; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> Company Seal </div> (Type in block letters with the company seal)
Itinerary name	
Duration	From MM DD YY to MM DD YY day(s) night(s) in total
Required documents	<input type="checkbox"/> Tourist list (See Appendix 3 for the example) <input type="checkbox"/> Tourists passports copies (total _____ passports) <input type="checkbox"/> Itinerary (<input type="checkbox"/> Registration certification of international cruise liners required for fly cruise groups) <input type="checkbox"/> Certificate of appointing the designated travel agency or <input type="checkbox"/> Authorization certificate of the company <input type="checkbox"/> Affidavit of the Taiwan travel agency (See Appendix 5 for the example) <input type="checkbox"/> Tour organizing agency and reception travel agency contract <input type="checkbox"/> Passenger round-trip ticket and accommodation reservation record
Name of the Taiwan travel agency: _____ (Type in block letters with the company seal)	
Company address: _____	
Contact person: _____	
Phone: _____	
Email: _____	

Number of tourist

Taiwan Company Seal

small seal

Total 9
 *Do not simply delete any boxes or option in the form

Required document 2/10

- Appointing Letter/ Authorization letter



December 4, 2015

Consular services

Taiwan Visitors Association, Kuala Lumpur Office,
Suite 25.01, Level 25, Wisma Goldhill, 67 Jalan Raja Chulan,
Kuala Lumpur Malaysia 50200.

Dear Sir / Madam,

With the reference to the Free Visa applications to visit **Taipei, Taiwan**, in a tour group which we, **QUALITY EXPRESS CO., LTD.** is organizing a group during 30 December 2015 - 4 January 2016 . We hereby promise to be responsible for the following:

To make each member of group abide by the laws and regulations of each country visiting.

To provide in case of need the group with logistic and financial support during the group's stay in Taiwan.

To make each member of the group travel to and from as per the Itinerary.

To responsible and bring all peoples back to Thailand on the date as we advise and will do not do something against the immigration law.

We, therefore, would like to ask for a favor to let us apply for the visa by proxy on behalf of our clients who join this group to visit Taiwan and also to exempt them from show or presentation of a document supporting their financial ability sufficient for travel and stay in Taiwan.

Thank you in advance for your kind assistance and consideration is greatly appreciated.

Faithfully yours,

Thipthida Kulcharusawang

MS. THIPTHIDA KULCHARUSA WANG
Operation and Sale Taiwan



Please find enclosed document for the name list of 8 persons to visit Taiwan.

1. **Letterhead** of designated travel agency on the top of the letter
2. **Appointing XXX Taiwan Travel Agency**
3. **Number of tourist or name list**
4. **Responsible person sign and company seal**

Required document 3/10

- Affidavit letter

Appendix 5

Project for Simplifying Visa Regulations for Southeast Asian Countries' High-end Group Tourists Visa Affidavit

The Company (Taiwan travel agency) takes the responsibility of monitoring and managing the whereabouts and departure of the tourists of (group name) from MM DD YY to MM DD YY. If any of the tourists breaks the law, violates regulations, overstays, is missing or commits any suspicious behaviors, the agency shall report to the police and Tourism Bureau immediately and help with investigation. Regarding the accommodation or the mandatory repatriation exit fee, priority will be given for the overstaying traveler to pay for these expenses. The domestic reception travel agency must fulfill joint guarantee responsibility.

Affiant

Company name:

Responsible person: (Company Seal)

Taiwan
Company
Seal

small
seal

MM DD YY

1. **Required Taiwan Travel Agent to fill in the form**
2. **Group name should same with application form (Itinerary name)**
3. **Responsible person sign/seal and company stamp**
4. **Remember to provide the date(date you fill in this form)**

Required document 4/10

- Tour organizing agency and reception travel agency contract



※ No forms and examples for this section.

1. Please send contract between **head office of designated travel agency** and **Taiwan Travel Agency**.

2. with **both travel agencies' name**

3. **company seal of both travel agencies**

4. **Validity period**

Required document 5/10

- Tourist List

Appendix 3

Tourist List for Simplified Visa Regulations for High-end Groups from Southeast and South Asian Countries

Tourist List							
Designated overseas travel agency		Taiwan travel agency					
Contact : E-mail : Phone : Address :				Contact E-mail : Phone : Address :			
Tourist Serial No.	Tourist Passport No.	Name	Birth Date	Gender	Phone	Occupation	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

1. Please remark for tourist under the age of 18.

Example,
children of tourist no.1

2. Please remark for tour leader
-please add on his/her name in the list
(No.1, fill in all the details in tourist list)

Example,
Occupation- Tour leader and remark-
holding Korea visa, applied online visa.

3. Date of birth
Please use format **YYYY/MM/DD**

4. Gender
Female- **F**
Male- **M**

5. New members cannot be added to a group after the Tourism Bureau mails application materials to overseas office.

Required document 7/10

- Itinerary

Each travel agency may design itinerary in it's own format.

1. Please add on **company letterhead** on top of the itinerary

2. Please provide **correct name of each attraction**.

3. Participants in this program receive visas free of charge, so the tour organizer **may not include a visa fee in the tour price**.

4. The tour itinerary should note **flight of arrival/departure** in Taiwan-including flight time and airport

5. Please **provide the name of Hotel or accommodation** for each days

6. Should be pure sight-seeing itinerary

Required document 8/10

- Hotel booking reference and confirmation

56R-05-2014 TJE 05:58 PM
05-09-15 15:23

P.002/003
2/ 5

團名	住宿日期	預訂房間數	司導	房價	訂房結果 訂房代號
	6/4	T2*9 S2*6 T3*2	T2*1		
變更 <input type="checkbox"/> 團名 <input type="checkbox"/> 住宿日期 <input type="checkbox"/> 房間數					
麻煩請寫上房價和司導房價，謝謝			簽收回傳		
※申請房費及開立發票			請確認後蓋章回傳，謝謝		
					3/5

Remark: T2*4+S2*1 FOR 8 PAX + 1TL 觀宏

Please provide booking reference for each days

1. must have **hotel's name** and **chop of the hotel**

2. Please **remark or mention**

- "how many room" and "room type" are booked for those who need to apply visa.

- It can be handwriting, kindly write it on the bottom part of the booking reference.

3. Person who write the remark **please stamp company stamp** beside it.

Required document 9/10

- Passport scan

Please provide passport scan for each tourist

1. The **arrangement should same with Tourist List and Excel Name List**

2. Please make sure all the passport scan file are **clear** -color scan file would be much better

3. Please scan **all the passport in 1 PDF file**

4. Please check the date of expiry for each passport
-expiry date should **more than 6 months**

Required document 10/10- Excel file

Arrival Date

Departure Date

Name List of Foreigners Applying to Bureau of Consular Affairs for eVisas to Participate in Meetings or Activities in Taiwan

The columns below are to be filled by Tourism Bureau, Republic of China (Taiwan).

國內申請單位	交通部觀光局					
聯絡人姓名	聯絡人電話	聯絡人電子郵件				
印字機	(02)2349-1500 分機#8434	engo@tbroc.gov.tw				
計畫日期(會議或活動名稱)	會議或活動開始日期(西元年月日)YYYY/MM/DD	會議或活動結束日期(西元年月日)YYYY/MM/DD				
觀光專案台灣旅遊團	2018/XX/XX	2018/XX/XX				
主辦中央政府機關						
中央政府機關英文日期字號	1111年一月一日至1111年12月31日					
來臺申請團體及人數	國家: () 申請: 人					
The columns below are to be filled by TOURIST SERVICE, REPUBLIC OF CHINA (TAIWAN).						
電子簽證憑證 (Ecode)	電子簽證憑證有效期間開始日 (Initial date)	電子簽證憑證有效期間截止日 (Date of expiry)				
EVKH-11	2018/XX/XX	2018/XX/XX				
Please fill in the following information in accordance with foreign passport data.						
國籍(Nationality) (請填寫國籍代碼code only)	護照號碼 (Passport No)	姓(Surname)	名(Given Name)	出生日期(Date of Birth) (YYYY/MM/DD)	護照效期(Date of Expiry) (YYYY/MM/DD)	性別(Sex) (M/F/E)

1. Please use **YYYY/MM/DD** format for all the date
2. Please make sure all the **Date of Birth and Passport Expiry Date** in **TEXT** format
3. Nationality:
Vietnam- VNM
Indonesia- IDN
Cambodia- KHM
Myanmar-MMR
Laos- LAO
Singapore-SGN

國家=Country:

Example-

Vietnam, Cambodia, Laos

Number of Tourist

TEXT FORMAT:

