

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

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



## **Visa Simplification**

□ From 1 Nov 2015 to 31 Dec 2019, 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.

## ☐ Category of group

- > Escorted tour
- > Incentive tour
- > Fly Cruise tour

## ☐ Group Size

➤ Minimum 5 tourists per group

## ☐ Duration of stay

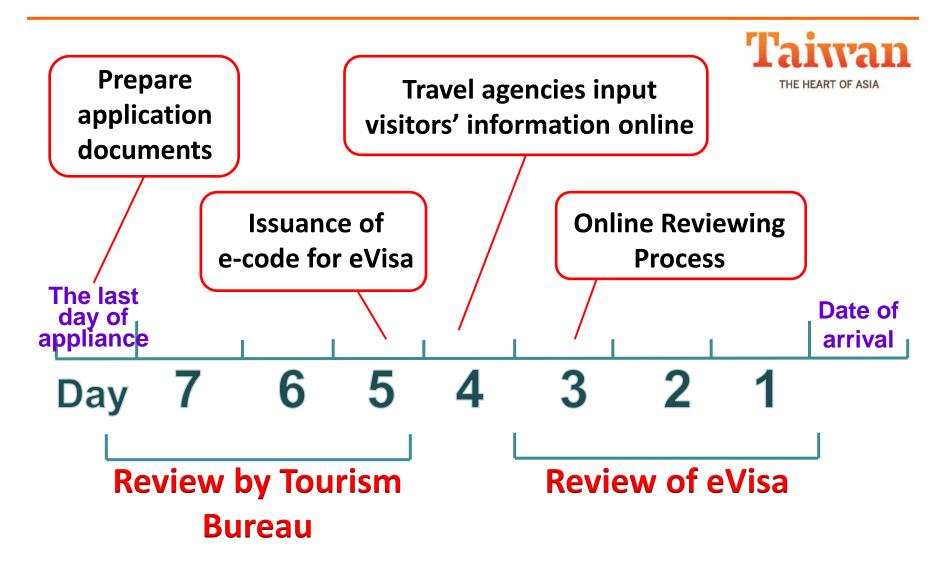
- ➤ Valid for 14 Days per visa
- ➤ Multiple-entry visa only for Fly Cruise

## □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 group)

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

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 group)

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?



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Prepare application
documents (Review by
Representative office)



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



THE HEART OF ASIA

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



THE HEART OF ASIA

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

+	App	olication date:		DD	YY
	Category	☐ Escorted tou	r		
		☐ Incentive to	ır		
		☐ Fly Cruise to	our		
	Name of the designated travel agency or the corporation (Chinese and English)			mpany Seal	
		(Type in block	letters with the con	npany seal)	
	Itinerary name				
	Duration		DD YY to Mi night(s) in total	M DD Y	ΥY
\	Required documents	☐ Tourists pass ☐ Itinerary (☐ international groups) ☐ Certificate of agency or ☐ company ☐ Affidavit of t Appendix 5: ☐ Tour organiz contract ☐ Passenger rou reservation r		passpor tification of red for fly of signated tra tificate of the gency (See	eruise vel ne
	Name of the Taiwan trav	el agency:	in block letters wit	h the comp	anv seal)
	Company address: Contact person:				,,
	Phone:				
	Email:		Comp	- //	small
			<b>∖</b> Se	al / (	seal

Number of tourist

#### Total 9□

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

## Required document 2/10- Appointing Letter/ Authorization letter













1711/60-01. Michael Kongroung Langron. Lantanin Road. Chartanian. Chartania Machini 18800 Thaland Tel: (60): 511-5000 Fac (80):11-0008 S-1ve: Erleikagigar.com ET DIVOLUTIO II PE TORIGOTA MANUS PRIANT 2000 Ter 10th DECISIO, 210047, 210040 Fee 1070-000400 6-rolf : qualiforour Brattine, com:

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 Tuiwan.

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,

Thydride Kulcherussauma

MS.THIPTHIDA KULCHARUSAWANG Operation and Sale Taiwan

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

- 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-





## 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

#								
				Τοι	ırist Li	st		
	Designated				Taiwan	travel agency	у	
	travel ag	gency						
	Contact:				Contact			
	E-mail:				E-mail:			
	Phone:				Phone:			
	Address:				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 remarkholding 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 6/10-

Round trip flight ticket-booking reference





## Booking reference must consists of

- 1. Tourist name
- 2. Flight details
- 3. Booking reference number
- 4. In case the arrangement of the list is different from Tourist List
- -please highlight and list down the number according to the tourist list (number can be handwriting)

## 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** 





# Please provide booking reference for each days

- 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



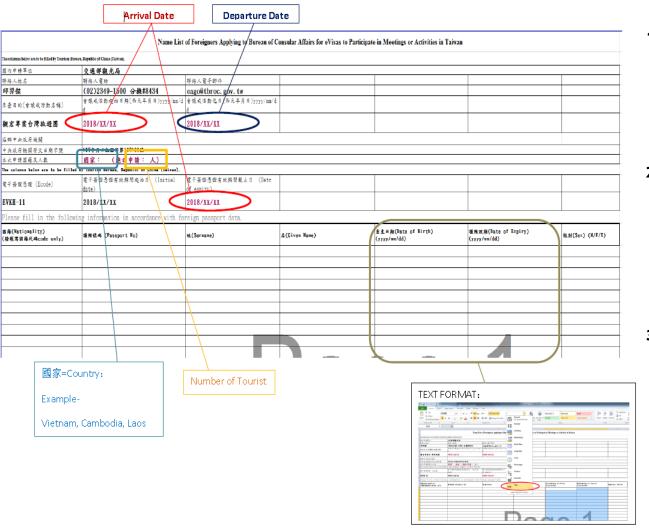
## Please provide passport scan for each tourist

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

## Required document 10/10- Excel file



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





## 1. Enter the Bureau of Consular Affairs home page, then click

"On-line Application" link. <

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

Read "Disclaimer," then click "Confirm & Continue."

#### Disclaimer

You are about to access the visa application computer system of the Bureau of Consular Affairs, Ministry of Foreign Affairs, Republic of China (Taiwan). This system and related data are property of the ROC Government, and provided for reviewing visa applications by the Bureau of Consular Affairs and ROC overseas missions and for official use by the ROC Government. This site adopts security maintenance technology to prevent unauthorized access to the personal information you provided. However, according to Article 28 and 29 of Personal Information Protection Act, if your personal information and rights are compensated caused by such reasons as natural disaster, incident or other force majeure, and the third party's illegal collection, the ROC Government will not be liable for the damages.

All information provided by you or a third party designated by you must be accurate and true. Even if you are granted a visa or an eVisa, immigration officers at ports of entry in Taiwan have the right to deny entry without providing further explanation.

Please notice that the information you fill in online, including Surname, Given Name, Date of Birth, Passport No., Nationality and Sex, must completely match the information on your travel document; otherwise, your eVisa will be invalid.

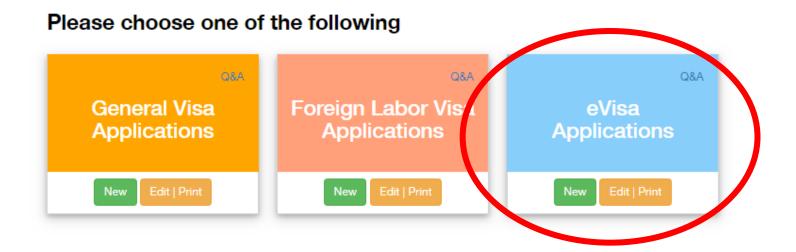
If you have applied for an eVisa recently, please make sure your eVisa has been successfully issued. If you submit a second eVisa application without checking the approval of the previous eVisa, it is considered that you need 2 eVisas. Therefore, the online payment for these 2 eVisa applications will not be refunded.

Continue to use this system indicates that you consent to the terms set forth in this statement. Unauthorized users or illegal access may violate related articles of Personal Information Protection Act and Criminal Law.





2. Choose "e-Visa Applications."





## 3. Read and Click "I have read the above information" to continue with the application.

#### General Information on eVisa Application

#### **ELIGIBILITY**

Nationals of the following countries are eligible for an eVisa when they meet relevant criteria: Bahrain, Burkina Faso, Colombia, Dominica, Ecuador, Kiribati, Kuwait, Mauritius, Montenegro, Oman, Panama, Peru, Qatar, Saudi Arabia, Solomon Islands, Turkey, and United Arab Emirates.

Furthermore, foreign nationals who have been invited to attend international conferences, sporting events, trade fairs or other activities in Taiwan—organized, co-organized, or sponsored by central government agencies—are also eligible for an eVisa. Such foreign nationals must obtain an Ecode from the host organization in Taiwan (n.b., not the Bureau of Consular Affairs) prior to submitting an online application for an eVisa. Nationals of the Democratic People's Republic of Korea are only eligible for an eVisa when participating in sporting events in Taiwan.

Tourist groups from Cambodia, India, Indonesia, Laos, Myanmar, and Vietnam under "Project for Simplifying Visa Regulations for High-end Group Tourists from Southeast Asian Countries" are eligible for an eVisa.

Nationals of Bangladesh, Bhutan, India, Iran, Nepal, Pakistan, and Sri Lanka for the purpose of conducting business at the recommendation of local offices of the Taiwan External Trade Development Council (TAITRA) are eligible for an eVisa.

Foreign nationals who intend to travel to Taiwan but are not eligible for an eVisa must fill in a form under General Visa Applications on the website of the Bureau of Consular Affairs and submit this application form to an ROC overseas mission.

#### REQUIREMENTS & PROCEDURES

eVisa applicants must possess an ordinary, official, or diplomatic passport with validity of at least six months as of the date of intended entry into Taiwan.

To obtain an eVisa, applicants must submit relevant personal information and pay the required fee by credit card (Visa or MasterCard) online. ROC overseas missions may, depending on the applicant's nationality and purpose of visit, request through email that the applicant submit additional documents within a specific timeframe. If these documents are not submitted by the given deadline, the application may be denied.

When an eVisa application has been approved, the applicant will receive a notice by email containing a webpage link to download and print the eVisa. The eVisa holder is required to present a paper copy of the eVisa at the immigration checkpoint for verification by the National Immigration Agency upon arrival in Taiwan. However, immigration officers at ports of entry in Taiwan have the right to deny entry to eVisa holders without providing further explanation.

#### PURPOSES OF VISIT

Please note that eVisas are only granted for tourism and business purposes, as well as for visiting relatives and attending international conferences or sporting events in Taiwan. If you intend to travel to Taiwan for other purposes – such as employment, study, residence with family, or Mandarin language courses – you must submit an application for a suitable type of visa at an ROC overseas mission.

#### **VALIDITY & DURATION OF STAY**

The validity of an eVisa is three months starting from the issue date. The eVisa is a single-entry visa, and the maximum duration of stay in Taiwan is 30 days, which cannot be extended and converted to other types of visas.





4. Fill in Apply eVisa information.

## Apply eVisa





5. After received the System confirmation email. Please press the "CONFIRM" button to confirm application

[MRV SYSTEM MAIL] This is a confirmation Mail to make sure we can contact you via this mail



mrvapp@boca.gov.tw

寄給 我 ▼

Please press [CONFIRM] to confirm your mail account. This is the system automatically reply to the message, please do not reply.



#### 6. Fill in Travel Detail

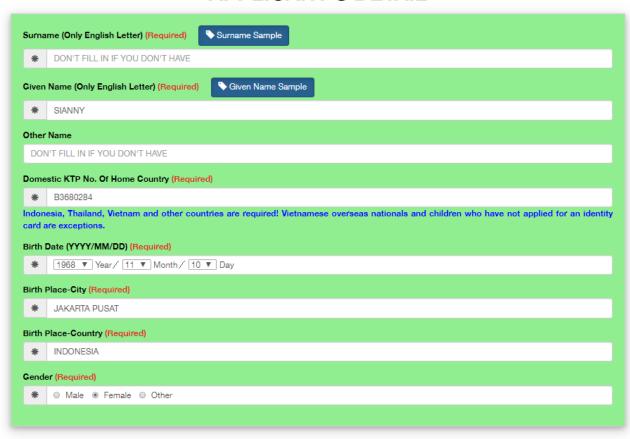
## **Travel Detail**





## 7. Fill in personal information.

#### **APPLICANT'S DETAIL**



Page 1



8. Fill in personal information.

#### APPLICANT'S PASSPORT





9. Fill in personal information.

## **CONTACT DETAIL**

Addre	ess in Home Country (Required)
*	XXX
Telepi	hone Number in Home Country (Required)
*	XXX
Curre	nt Address (Required)
*	XXX
Curre	nt Telephone Number (Required)
*	XXX
Email	(Required)
*	kelly@taiwan.net.my
Mobil	ephone

Page 3

Page 5



10. Fill in personal information.

## **ABOUT TRAVEL DETAIL**

Propo	se Arrival Date (YYYY/MM/DD) (Required)
	2019/09/30
Propo	se Departure Date (YYYY/MM/DD) (Required)
	2019/10/02
Hotel	Name or Address in Taiwan (Required)
*	
Teleph	none Number in Taiwan (Required)
*	

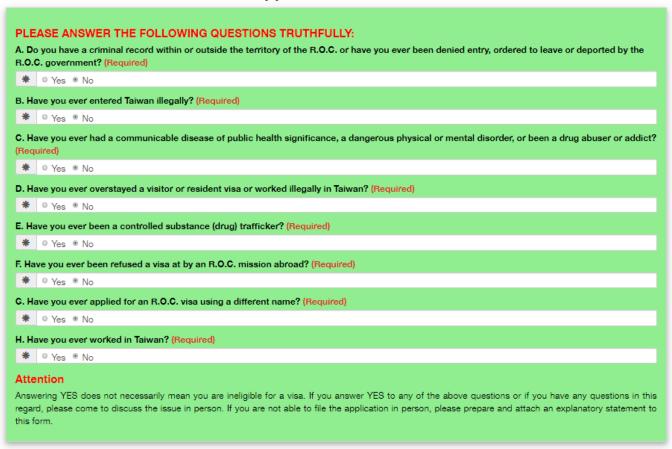
Page 4

Page 6



## 11. Fill in personal information.

#### **Application Question**





## 12. Fill in personal information.

## **FILL-IN DETAIL**

*	Myself
Ager	nt's Full Name (Required)
*	Agent's Full Name
Rela	tionship to the Applicant (Required)
*	Relationship to the Applicant
Ager	nt's Telephone Number (Required)
*	Agent's Telephone Number
Ager	nt's Address (Required)
*	Agent's Address

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Page 8



#### eVisa Edit Successful

#### [ Application No. ]

C7D6CBC1K120H82A

#### [Status]

- \* You have been Edited, Please click [Submit]
- \* Attention! You cannot edit when you submit.
- \* About the rule, link to BOCA site, please.

Page 1

Page 7

BOCA Home

Submit and Payment

Taiwan
THE HEART OF ASIA

5. Fill in personal information.



# Before tourist get their visa, they may received E-mail from TECO/TETO office to ask for supplement document.

Applicant may directly send the required document under the same e-mail.

#### Example,

Sent: Monday, August 8, 2016 10:12:38 AM

To:

Subject: Pending of decision concerning ROC eVisa application

Dear Sir/Madam.

Thank you for applying for an eVisa for the Republic of China (Taiwan).

To facilitate the issuance of the eVisa, you are kindly requested to submit the following additional documents: 需補件之文件明細

1. Data page of pagenet

- Data page of passport
- 2. Evidence of business activities-Proof of employment or assignment from relevant organization/company
- 3.1.Travel experience (Foreign Visa copies) 2.Bank statement of past 3 months 3.ITR(Income Tax)paper.

Please submit the documents specified above by 08/15/2016. If we have not received the documents on this date, your eVisa application will be rejected.

請申請人將須補件之資料掃描後,直接回覆本封電郵即可



# e-Visa application check and print (usually it takes 2-3days to get the approval)

https://visawebapp.boca.gov.tw/BOCA\_EVISA/MRV04FORM.do



# Confirmation of decision concerning ROC e-Visa application



#### Approved of email sample

Subject: Confirmation of decision concerning ROC eVisa application

External images and links are blocked, click here to show images and enable links.

Dear Sir Madam.



#### Remarks

- 1. Your eVisa application has been approved. You are required to present this eVisa at the immigration checkpoint for verification by the National Immigration Agency upon your arrival in Taiv an Click here to print the eVisa
- 2. The validity of an eVisa is three months starting from the issue date. The eVisa is a single entry visa, and the maximum duration of stay in Taiwan is 30 days, which cannot be extended.
- 3. In line with existing procedures concerning paper visas, immigration officers at ports of entry in Taiwan have the right to deny entry to eVisa holders without providing further explanation.
- Please check your personal information on the eVisa. If any information you provided for the eVisa is incorrect, you
  must submit a new eVisa application and pay related fees.

For more information about Taiwan and the eVisa, please visit the following websites:

# 10. Confirmation of decision concerning ROC e-Visa application

THE HEART OF ASIA

print out e-Visa Certificate



Ministry of Foreign Affairs
REPUBLIC OF CHINA(TAIWAN)



You are required to present this eVisa at the immigration checkpoint for verification by the National Immigration Agency upon your arrival in Taiwan.

eVisa Number 108JKT901123 Surname / Given Name KHO / PO TJOAN

Passport Number B3196319
Nationality INDONESIA
Date of Birth 12 MAY 1948
Visa Type VISITOR
Sex F

Issue Date 20 SEP 2019

Entry Date PLEASE REFER TO REMARKS

Max. Duration of Stay 14 DAYS Entry SINGLE

Application Number 109E6DA7K0RUXIZO

Remarks P; EVKH-50027,04 OCT 2019

#### Notes

- The decision to grant this eVisa is based on the information you provided on the online application form, which you declared to be truthful.
- This eVisa does not necessarily guarantee entry into Taiwan. All decisions concerning foreign nationals' entry into Taiwan are made by the National Immigration Agency. Any false or misleading statements at the immigration checkpoint may result in denial of entry.
- To enter Taiwan with this eVisa, you must also possess:

(a) a passport with at least three months validity from a country eligible for eVisas
 (b) sufficient funds for the period of stay in Taiwan

(c) a confirmed onward/return air ticket

- 4. The duration of stay starts from the day after arrival in Taiwan.
- If you have been invited to attend international conferences, sporting events, trade fairs, or other events in Taiwan, in addition to the eVisa you must also present a relevant invitation letter issued by the host organization when checking in with the airline at your airport of origin prior to your flight to Taiwan.
- If the eVisa states "P.EVKH-GROUP NUMBER.ENTRY DATE" under Remarks, no invitation letter is required. If passenger doesn't enter in accordance with Entry date, the eVisa will be invalid.

