

THE INVITATION LETTER SUBMITTED BY THE ITALIAN COMPANY MUST CONTAIN ALL THE DATA HEREBY SPECIFIED WITHOUT ANY EXCEPTION. INCOMPLETE DATA WILL LEAD TO A REJECTION OF THE APPLICATION AT THE COUNTER

(The invitation letter is to be drafted in Italian on headed paper, signed by a legal person and sealed with the company chop)

**Distinguished
ITALIAN EMBASSY IN BEIJING
Visa Section**

(Place)....., (date).....

Object: Visa request for the staff currently employed by the company (name in English).....located in.....

With this letter we kindly request to issue the visas to (number).....person(s) of the company....., who has/have been invited to visit our company in(place) from.....until.....

Purpose (indicate in detail the purpose of the visit and the nature of the business relationship between the Italian company and the Chinese Company):.....

The delegation is made up by the following persons:

Name and last name	Passport n.	Date of birth	Position

Airplane tickets, board and lodging expenses will be fully borne by.....(indicate the bearer of all the expenses).

The above stated people will be lodged at the hotel located in.....street.....,telephone number.....

I, the undersigned.....representing the company.....(denomination of the Italian company) and inviting the foreign citizen(s), declare to be aware of the Italian law on immigration and of the responsibilities indicated in the article 12, section 1 of the Legislative Decree dated 25 July 1998, n.286 and of its further amendments.

Documents to be enclosed to the invitation letter:

- ID copy (ID or passport) of the inviter. The inviter must be in the Italian business license
- Copy of the last version of the Italian company business license (validity of six months)