



入境事務處
Immigration Department

25 June 2007

Dear Mr Tung

**Vietnamese Group Visit Visa Applications
Submitted by Local Travel Agents**

I refer to our (Tung/Chan) earlier telephone conversation concerning the captioned matter.

To let the local travel agents have a better understanding of the visa application formalities for Vietnamese group tourists, I attach herewith relevant reference notes in Chinese and English setting out the documentation requirements, application procedures and other related information for circulation among your members. Meanwhile, the application forms (ID936) and general guidance notes (ID937 and ID939) for Hong Kong visit visas are available for downloading at http://www.immd.gov.hk/ehtml/public_7.htm.

I hope you and your members will find the above information of use. Should you have any enquiries, please feel free to contact Mr CHOI Yue-ning at 2294 2298 or by e-mail through the address ynchoi@immd.gov.hk.

Yours sincerely

Helen Chan
for Director of Immigration

Reference notes on group visit visa applications from Vietnamese tourists submitted by local travel agents

Submission of application

Group visit visa applications from Vietnamese tourists should be submitted through the local travel agent to:

Hong Kong Immigration Department
Employment and Visit Visas Section, 24/F
Immigration Tower, 7 Gloucester Road
Wan Chai, Hong Kong

Travel agents are required to submit the applications at least 14 days prior to the arrival of the group. However, a longer processing may be required during peak seasons such as the summer holiday and national holiday weeks in Vietnam. Travel agents are advised to submit visa applications as early as possible during these periods.

Application forms and supporting documents

The following application forms and supporting documents are required for application assessment:

- (1) Forms ID(E)936 / ID(C)936A & L (to be completed by applicant);
- (2) Form ID(E)936 / ID(C)936B (to be completed by travel agent);
- (3) Passport copy and a recent photograph from each applicant;
- (4) Applicant's employment proof, e.g. employment certificate, company leave letter, business registration certificate, etc. (applicable to applicants aged from 18 to 50 who are currently having a job; those who are not under employment are required to provide explanation letters on their current status, e.g. student, etc.);
- (5) Letter from the travel agent providing detailed itinerary and a group name list; and
- (6) Flight confirmation letter issued by airline and hotel reservation.

Additional documents such as financial proof will be required from individual applicants if necessary. Examples of financial proof are bank statement, saving account passbook, bank reference letter and salary payment slip, etc.

Visa Fee

The visa fee for a Hong Kong visit visa is HKD \$160. Payment of fees should be made in cash or by cheque payable to "The Government of the Hong Kong Special Administrative Region" at the time of visa collection.

Supplementary information

Normally, Vietnamese group tourists are required to enter Hong Kong via the Hong Kong International Airport. Successful applicants will be issued with either a single-journey visit visa bearing the condition '*Entry must be made at the Hong Kong International Airport Only*' or a double-journey visit visa bearing the condition '*The First Entry must be made at the Hong Kong International Airport Only*'.

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