

Checklist For Taiwan Business Visa Application

GENERAL INFORMATION	APPLICANT CHECK	AGENT CHECK
A business visa to the Republic of Taiwan is granted to foreign nationals who are invited to Taiwan for the purpose of business-related activities. Single entry is valid for 3 months and multiple entry is valid for 12 months. Visa validity starts from the date of issue of the visa. Enter Taiwan within the validity of the visa otherwise the visa will lapse.	☐	☐
All documents should be printed on A4-sized paper. Supporting documents that are not VERIFIABLE will result in rejection of visa application	☐	☐
Frayed, torn or damaged to the passport information/ visa pages cannot be used for visa application.	☐	☐
Separate all the application documents for different applicants into individual sets.	☐	☐
NO staples/ pins/ paper clips on the visa application form and supporting documents	☐	☐
Remove passport cover and DO NOT attach an expired passport to the application.	☐	☐
DOCUMENTS TO BE PREPARED BY THE APPLICANT		
All visa applications must be applied using an online General visa form only via https://visawebapp.boca.gov.tw printed out and signed by hand (Wet Signature)	☐	☐
You are required to provide your ORIGINAL valid SIGNED passport with more than 6 months' validity remaining from the end date of your trip and containing 2 unused visa pages.	☐	☐
Copy of your passport biodata page.	☐	☐
2 identical passport sized photograph taken against a white background. (View photo specification).	☐	☐
CLEARED copy of Singapore Work Pass, PR ID card, LTVP and LTVP+ (Front and Back) is required.	☐	☐
For digital passes LTVP/ LTVP+ the printout must include the verifiable QR code which can be downloaded from MyICA mobile app ICA website or FileSG using your Sing pass.	☐	☐
Print out the validity and expiry status of your work pass by scanning the QR code on the work pass using the free SgWorkPass app available on (Goggle play store or Apple App Store). The printout must show the current date, confirm that the pass is valid and covers your trip to Taiwan and the return to Singapore. (screenprint within the recent 1 week of application date must be provided).	☐	☐
If you are employed, a Certificate of Employment (ORIGINAL) issued within the recent 1 month of the application date and on company headed paper verifying your employment status such as designation, date hired, salary, date and purpose of travel. LOC (Letter of Consent) issued by MOM if you are LTVP/ LTVP+ holder.	☐	☐
Letter of Consent (LOC) issued by MOM if you are holder of LTVP/ LTVP+.	☐	☐
A CLEAR print out of Singapore company ACRA business profile (Issued within the recent 1 month of the application date).	☐	☐
If you are self-employed, a CLEAR printout of ACRA business profile (Issued within the recent 1 month of the application date).	☐	☐
Letter of invitation from Taiwan company and business registration certificate; both (Issued within the recent 1 month of application date).	☐	☐
For applicants who are former national of the Peoples' Republic of China, documents that can prove that they have left PRC for a duration of 4 years or more.	☐	☐
PROCESSING TIME UPON SUBMISSION TO THE EMBASSY		
3 working days.	☐	☐
1 working day (with an additional visa fee of \$65)	☐	☐