



## Embassy of the Republic of Suriname

苏里南共和国大使馆

### Visa Information Sheet

签证信息

#### 1. General information / 介绍

A visa issued by Suriname permits free travel within the Republic of Suriname. The maximum duration of stay is 90 days. / 持苏里南签发的签证可在苏里南境内自由停留。最长停留时间不超过 90 天。

A visa does not give you an automatic right to enter Suriname. You may be asked by border control officers to provide information or supporting documents concerning your financial means, the length of your stay and the purpose of your visit, in addition to your valid passport, visa, travel and health insurance and your health certificate. 得到签证并不意味着持证者即自动拥有入境苏里南的权利。除了你的有效护照，签证，旅行和健康保险以及健康证明外，边防检查官有可能会要求你提供证明你的经济状况，停留期限，访问目的等文件。

#### 2. Visa Application

##### A. Where to apply / 在哪里申请签证:

Address of the Embassy of the Republic of Suriname in Beijing:

苏里南共和国驻华大使馆在北京的地址:

2- 2 – 22, Jianguomenwai Diplomatic Compound, Jianguomenwai Dajie, Chaoyang District /

朝阳区建国门外大街秀水街 1 号，建国门外外交公寓 2 号楼 2 单元 2 层 2 号

Post Code: 100600

邮政编码:

TEL: 86-10-65322938/ 65322939

电话

FAX: 86-10-65322941

传真:

E-mail: [surinamechina@gmail.com](mailto:surinamechina@gmail.com)

电子邮件地址:

Website: [www.suriname-china.com](http://www.suriname-china.com)

网址

##### B. Working Hours of the Consular Section / 签证处办公时间

###### ■ Application documents submission / 递交签证申请:

Monday- Thursday 9:30-12:00 13:00-15:00

周一至周四 9:30-12:00 13:00-15:00

###### ■ Phone call consult / 电话咨询及查询:

Monday- Thursday 15:00- 16:30

周一至周四 15:00- 16:30

### 3. How to apply / 如何申请

- A. Application must be submitted in person, except: / 除下列人员外，申请人必须本人亲自前来申请签证：
- 1) Holders of diplomatic, service or public passports. This kind of application documents must be submitted by the staff member assigned by Consular Affairs Department of the Ministry of Foreign Affairs from the People's Republic of China. 外交护照，公务护照和因公普通护照持有者。此类申请人的材料必须由外交部领事司授权人亲自递交。
  - 2) Children under the age of 16 can be represented by their parents or legal guardians; /16 岁以下的孩子可以由其父母或法定监护人代办；
- B. Only complete visa application files can be accepted. / 使馆只接受材料齐全的签证申请。
- C. Only documents certified by the consular authority of the Ministry of Foreign Affairs of China in Beijing are accepted as consular authentication. /只接受外交部领事司认证处认证后的公证材料。
- The related regulations of the Chinese Foreign Ministry on the validity period of notarized documents, reads as follows: 关于公正文件有效期，中国相关部门规定如下：
    - The validity period of Notarial Certificate of No Criminal Record and Marriage Notarial Certificate, issued by Chinese Mainland notary authority is six month as of the issuing date. 无犯罪公证书，婚姻公证书自公证之日起 6 个月有效。
    - There is no time limitation for validity period of Birth Notarial Certificate and Notarial Certificate of Relative Relationship. 出生公证书，亲属关系公证书无时效限制。
- D. If the application is not complete, the file will be given back. If the application is complete, the document will be accepted: /如果材料不齐全，您的申请将被退还。如果材料齐全，申请将被接受。
- E. Foreigners who have the intention of staying **longer than three months**, will have to apply for an Authorization for Temporary Stay (MKV) before they travel to Suriname. 外国人计划在苏里南停留超过 3 个月，需于抵达苏里南前申请短期居留签证。  
**MKV** handling fee, 500RMB, must be paid at designated bank upon acceptance of the application file. It will not be refunded, regardless of the decision taken on your visa application. / 短期居留（MKV）签证受理费 500 元人民币需在申请材料被接收时到指定银行支付。不论签证结果如何，该签证受理费概不退还。
- F. Clear and good quality copies of all documents are required to be submitted with each application. /所有申请资料都要提供清晰整洁的复印件。
- G. Please note that the Embassy always has the right to ask additional documents. Applicants may be requested to attend an interview. / 请注意苏里南大使馆随时有权要求您提供额外材料。申请人可能需要参加面谈。

#### 4. Documents required / 所需准备的材料

##### A. In all cases, applicants should prepare: / 所有签证申请人必须准备:

- 1) One fully completed and signed Suriname visa application form; / 一张完整填写并签名的苏里南签证申请表;
- 2) One recent, resembling colour passport photograph (light blue background; facing forward; ears visible); / 一张护照彩色照片 (浅蓝色背景, 正面近照, 露出耳朵);
- 3) A passport - containing at least one blank visa page and valid for at least six months after your return from Suriname, and photocopy of the identity page, signature page of your passport and previous visas to Suriname; / 在返回中国后有效期不少于六个月的护照, 该护照必须有至少一页空白签证页; 以及该护照身份页, 签字页和以往苏里南签证页的复印件; please submit the copy of the Chinese ID card (both sides on same page)/ 请递交一份中国公民身份证复印件 (正反两面复印在一张纸上)。
- 4) Notarised Non-criminal document issued by public security authority with translation in English or Dutch + copy of this documents, **except diplomatic and service passport holders** / 由公证机关出具的无犯罪公证书 (需附英文或荷兰文翻译件), 以及这些文件的复印件。持外交和公务护照的申请人除外;
- 5) Valid return ticket upon pick-up of visa (ATTENTION: You must never buy a ticket before receiving the confirmation that your visa will be issued!); / 请在领取签证时出示有效往返机票 (注意: 在获得签证批准前请不要购买机票!);

##### B. Additional documents for Business visa:

申请商务签证, 需提供以下补充材料:

- ◆ An original invitation letter from the Surinamese company or Government office in English or Dutch: / 英文或者荷兰文的苏里南公司或政府部门发出的正式邀请函原件:
  - Only in case of emergencies and after consultation an invitation letter by fax, a clear photocopy of the passport / Identity card of the signer of the invitation letter can be submitted! / 只有在紧急情况下并经同意, 可以接受邀请信的传真件, 但必须附上签字人的护照/身份证复印件!
  - On official letterhead, indicating the full address, telephone and fax numbers of the company and the signer's name and position in the company; / 请用官方抬头纸, 注明邀请公司的完整地址, 电话, 传真, 签字人的姓名以及职位;
  - Stating the purpose and intended duration of stay; / 注明访问目的, 预计停留期限;
  - Mentioning who takes care of the costs of travel and living; / 注明谁负责支付费用;
  - In case the inviter takes care of the costs of travel and living, proof of sufficient financial means of the company should be submitted; / 如果邀请方支付费用, 需提供邀请公司的财务状况证明;
  - Mentioning if the company guarantees the return of the applicant; / 请注明邀请人是否担保申请人按时回国;
  - Copy of the inviter's commercial registration in Suriname. / 邀请公司在苏里南当地的注册证明。
  - Technicians are required to submit their Vocational Technique Qualification Certificates. We request also shipping documents which can prove the goods/machinery have been sent to Suriname. / 技术人员需提供他们的职业技术资格证书, 以及能够证明货物/机械已经运往苏里南的相关的货运文件。
- ◆ An original stamped letter from the employer with translation in English or Dutch. / 申请人雇佣方出具的经盖章的派遣函原件。需附英文或荷兰文翻译件。
  - On official letterhead with original stamp, dated and clearly mentioning signer's name and position in the company; / 请用官方信头纸, 加盖公章并注明日期, 以及签字人的姓名和职位;

- Indicating full address, telephone and fax numbers of the company; / 注明雇用单位的完整地址、电话、传真;
- Stating the name, position of the applicant within the company; / 注明申请人的姓名和职位;
- Stating the purpose of the planned business visit and a confirmation of the applicant return to the job; / 注明申请人的访问目的, 并确认访问完毕后将继续在该单位工作;
- Mentioning who will pay for costs of travel and living of the applicant. / 注明申请人的行程和生活费用由谁承担。
- ◆ Evidence of sufficient financial means to cover the costs for travel and living: / 证明有足够资金, 以支付旅行和生活费用:
  - If the employer takes care of the costs: Proof of the solvability of the company (for example: bank statement, copy of last end of year balance) / 如果雇佣方付费, 需提供雇主的财务状况证明 (例如, 银行对帐单, 年终收支表复印件);
  - If the applicant takes care of his own costs: Proof of his/her personal solvability (for example: three most recent salary slips, three most recent bank statements, travellers cheques etc). / 如果申请人自己付费, 需提供个人的财务状况证明 (例如, 近三个月的工资单, 近三个月的银行对帐单, 旅行支票等等)。
- ◆ International Travel / Health Insurance (one additional copy) / 国际旅行 / 健康保险 (另加复印件一份)
- ◆ Completely filled out Certificate of Health Examination for International Traveler (one additional copy of all pages) / 完整填写的国际旅行健康检查证明书 (另加所有页复印件)
- ◆ Valid International Certificate of Vaccination for the yellow fever (one additional copy) / 黄热病疫苗国际防疫证书 (另加复印件一份)

#### **C. Additional documents for Tourist visa (Private) for family / friends visit /**

申请探亲/访友签证, 需提供以下补充材料:

- ◆ Copy of the Surinamese Passport / Identity card or Surinamese residence permit of the sponsor (If applicable: also of the inviter's husband, wife or official partner!)/ 苏里南担保人的护照/身份证复印件 (如果适用, 请也附上担保人的丈夫/妻子/伴侣的护照/身份证复印件)
- ◆ Invitation letter with translation in English or Dutch and copy; / 附有英文或荷兰文翻译件的邀请信, 以及复印件;
- ◆ Written guaranty-statement by the sponsor for the return of the applicant to his/her home country; / 担保人的书面证明, 保证申请人按时回国;
- ◆ Evidence of financial means of the sponsor; / 担保人的经济状况证明;
- ◆ Proof of relationship with sponsor; / 与担保人的关系证明;
  - For family visit: a notarial certificate of family relationship with the sponsor; / 探亲签证: 亲属关系公证书;
  - In case of any other relation than family, the relationship must be substantiated with original documents, original pictures, correspondence with envelopes etc. / 如为其它关系: 出示证明关系的原件材料如照片, 信件及信封等。
- ◆ International Travel / Health Insurance (one additional copy) / 国际旅行 / 健康保险 (另加复印件一份)
- ◆ Completely filled out Certificate of Health Examination for International Traveler (one additional copy of all pages) / 完整填写的国际旅行健康检查证明书 (另加所有页复印件)
- ◆ Valid International Certificate of Vaccination for the yellow fever (one additional copy) / 黄热病疫苗国际防疫证书 (另加复印件一份)

**D. Additional documents for Transit visa: /申请过境签证，需提供以下补充材料：**

- ◆ The visa to the country of final destination / 最终目的国签证
- ◆ Transit visa is issued for one day and has a validity of 24 hours. Leaving the airport area is not allowed / 过境签证有效期仅为一天（24 小时），并不允许离开机场
- ◆ International Travel / Health Insurance (one additional copy) / 国际旅行 / 健康保险（另附复印件一份）
- ◆ Completely filled out Certificate of Health Examination for International Traveler（one additional copy of all pages）/ 完整填写的国际旅行健康检查证明书（另附所有页复印件）
- ◆ Valid International Certificate of Vaccination for the yellow fever (one additional copy) / 黄热病疫苗国际防疫证书（另附复印件一份）

**Please note: Visa on arrival letters are not accepted! 请注意：落地签证通知书无效！**

**E. Additional documents for Authorization for Temporary Stay (MKV):**

申请短期居留（MKV）签证，需提供以下补充材料：

- ◆ Two (2) fully completed and signed MKV application forms / 两张完整填写并签名的短期居留申请表；
- ◆ Three (3) recent passport photographs of each applicant (photos from instant photo machines are not accepted) / 三张近期护照照片(不接受即时成像照片)
- ◆ Copy of all written pages of passport / 护照有记录页的复印件
- ◆ Notarized copy of birth certificate of applicant / 认证过的申请人出生公证书
- ◆ Health certificate including HIV/AIDS Test / 健康证包括艾滋病以及艾滋病病毒检测。
- ◆ Valid International Certificate of Vaccination for the yellow fever (one additional copy) / 黄热病疫苗国际防疫证书。
- ◆ Proof of investment or investment returns(if applicable) / 投资或者投资回报证明（如果适用）
- ◆ Proof of your personal solvability (for example: three most recent salary slips, three most recent bank statements, travellers cheques)(if applicable) / 个人的财务状况证明（例如，近三个月的工资单，近三个月的银行对账单，旅行支票等等）（如果适用）
- ◆ Notarized copy of inviter's residence permit issued by local notarization office / 当地公证机关出具的邀请人居留许可公证书
- ◆ Marital status / 婚姻状况：
  - Notarized copy of marriage certificate / 认证过的结婚公证书
  - Unmarried couples need evidence of living together / 未婚伴侣需提供同居证明
- ◆ Custodian should provide legal documents or notarized power of attorney from the parents/ 监护人需提供法律文件或者其父母的授权公证书
  - When applicant under legal age applies, a notarized written permission from parents is required / 未到法定年龄申请人申请，需提供其父母书面许可公证书
  - When applicant under legal age is entrusted to the care of an adult or one of the parents, a power of attorney from parent(s) is required / 由成年人或者父母一方照管的未成年申请人需提供父母（或者其中一方）的授权书
  - Also a notarized copy of family register document must be provided / 还需提供认证过的亲属关系公证书。
  - When it concerns adopted children, legal proof of adoption must be submitted / 如果申请 人为被收养儿童，需提供其被收养的法律凭据

◆ **KV Visa payment / 短期居留（KV）签证付费**

- Upon submitting the application, only MKV administration fee: RMB 500 (five hundred) must be paid at appointed bank / 在提交申请资料时需到指定银行支付 MKV 手续费 500 元人民币。
- After receiving MKV approval you will fill in the **KV-visa** (3 months) application form and pay RMB 495 at appointed bank. /获得批准后，您需填写短期居留(3 个月)签证申请表，并到指定银行支付 495 元人民币。

**Please note: All documents must be valid during the processing time of MKV which is approximate three months!**

**请注意！短期居留签证办理期间，你所提交的材料需在有效期内。短期居留签证办理时间大约为 3 个月。**

## 5. Bank Information for Payment / 交费信息及银行信息

Item / 项目		USD / 美元	RMB / 人民币
1)	Tourist visa, Multiple entry in 2 months / 旅游/探亲签证, 2 个月多次入境	—	495
2)	Tourist visa Multiple entry in 1 year / 旅游, 探亲签证, 1 年多次入境	—	1980
3)	Business visa Single or Multiple entry in 2 months / 商务签证, 2 个月单次/多次入境	—	630
4)	Business visa Single or Multiple entry in 1 year / 商务签证, 1 年单次/多次入境	—	3330
5)	Transit visa Single entry / 过境签证, 单次入境	—	225
6)	KV visa Single entry 3 months / 短期居留签证, 3 个月单次入境	—	495
7)	MKV Administration Cost / 短期居留签证手续费	—	500

8)	<p><b>BANK TRANSFER FROM OTHER CITIES TO BEIJING FOR MKV AND/OR OTHER VISA FEE IN RMB / 通过银行转账（自其它城市向北京指定），以人民币支付短期居留或其它签证</b></p> <p><b><u>According to bank's regulations, this bank account ONLY accept transfer from OTHER CITIES to Beijing! 根据中国银行规定，该账户只接收北京以外城市向该行的汇款。</u></b></p> <p><b><u>Bank transfer may only be made with instructions of consular section/ 只有使馆签证处要求汇款时，才通过汇款支付费用。</u></b></p>	
Beneficiary's Bank Name and Address/ 收款方银行名称及地址	<p>BANK OF CHINA / 中国银行 1 Fuxingmen Nei Dajie / 复兴门内大街 1 号 Beijing, 100818 / 北京, 100818</p>	
Bank's Swift Code / 银行代码	<p>BKCH CN BJ</p>	
Beneficiary's Name and Address / 收款方名称及地址	<p>EMBASSY OF SURINAME / 苏里南大使馆 Jianguomenwai Diplomatic Compound Jianguomenwai Dajie / 建国门外大街建外外交公寓 Office: 2-2-22 Postal Code: 100600 / 办公地点: 2-2-22 号 邮编: 100600</p>	
Beneficiary's RMB A/C No. / 收款方人民币帐号	<p><b>00856128093001</b></p>	
Remittance information / 汇款信息	<p>Purpose of your deposit and name of applicant / 交费目的以及申请人姓名</p>	

9)	<p><b>DEPOSIT FOR MKV AND / OR VISA FEE IN RMB /</b> 以人民币现金支付短期居留签证或其它签证费</p> <p><b><u>According to bank's regulations, all cash deposit in Beijing should be done in this bank ONLY!</u></b> <u>根据银行规定，在北京现金缴纳签证费都只能在中国银行建外支行的人民币账户！</u></p> <p><b><u>*Bank vouchers should be picked up at the consular section of the embassy/ 银行交款单需在使馆签证处领取。</u></b></p>
Beneficiary's Bank Name and Address/ 收款方银行名称及地址	<p>BANK OF CHINA BEIJING JIANGUOMEN WAI SUB-BRANCH 中国银行北京建国门外支行 No. 24 Jianguomen Wai Street / 建国门外大街 24 号 Beijing, 100600 / 北京，100600</p>
Beneficiary's Name and Address 收款方名称及地址	<p>EMBASSY OF SURINAME / 苏里南大使馆 Jianguomenwai Diplomatic Compound Jianguomenwai Dajie / 建国门外大街建外外交公寓 Office: 2-2-22 Postal Code: 100600 / 办公点：2-2-22 号 邮编：100600</p>
Beneficiary's RMB A/C No. / 收款方人民币帐号	<p><b>00856128093001</b></p>
Remittance information / 汇款信息	<p>Purpose of your deposit and name of applicant / 交费目的以及申请人姓名</p>

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**Beijing, 1 June, 2011**  
北京 2011 年 6 月 1 日