

Consular Services Manual

Embassy of the People's Republic of China in
Republic of Mauritius
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Chapter One: Passport and Travel Document

Section 1 Applying for Passport and Travel Document

Passport and Travel Document of the People's Republic of China are identification documents issued for the Citizens of the People's Republic of China to travel overseas and to prove their identity when they cross borders. In order to apply for a passport at the Embassy, citizens need to apply online first and take an appointment.

1. Procedure

(1) All applicants (excluding Hong Kong and Macao passport applicants) must register through the "Online Passport Application Overseas" System: <http://ppt.mfa.gov.cn/appo/index.html>, proceed to the online application, take an appointment, and print their application form.

(2) Bring along the printed "People's Republic of China Passport / Travel Document Application Form" and other required documents to the Embassy at the time of the appointment.

(3) The Embassy does not provide express services for passport.

2. Required documents

(1) For new-borns applying for a passport for the first time, the following documents must be provided:

- Original and copy of both parents' passports;
- Original and copy of the foreign residence permit or original and copy of the visa held by both parents at the time of the birth of the new-borns;
- A Birth Certificate or other relevant documents that prove the

parent-child relationship;

- The "People's Republic of China Passport / Travel Document Application Form" and a photo of the new-born.

For minors applying for a passport or a Travel Document for the first time, at least one legal guardian is required to be present during the appointment to give his/her approval.

(2) For passport renewal, the following documents must be provided:

- Original and copy of the passport;
- Local valid resident permit or other certificate;
- "Declaration of Nationality Status";
- "People's Republic of China Passport / Travel Document Application Form" and a passport photo;

● For minors under 16 years old, at least one legal guardian is required to be present during the appointment, and need to provide a proof of Identification and a Certificate of guardianship.

(3) If you are applying because the passport has been lost, stolen or damaged, the following additional documents need to be provided:

- The copy of the passport (if available). If the passport has been damaged, the original damaged passport;
- A valid local Residence Permit or other certificates;
- "Declaration of Nationality Status"
- A declaration describing how the passport has been lost, stolen

or damaged;

- The "People's Republic of China Passport / Travel Document Application Form" and a passport photo;

- For minors under 16 years old, at least one legal guardian is required to be present during the appointment, and need to provide a proof of Identification and a Certificate of guardianship.

(4) Applicants applying for a Travel Document need to provide the following documents:

- In case of emergency, citizens who do not have time to apply for a Passport must provide the same documents as for a Passport renewal application and a document explaining the circumstances of the emergency situation;

- If the Passport has been lost, stolen or damaged when traveling temporary overseas, the same documents as for a passport application need to be provided;

- The "People's Republic of China Passport / Travel Document Application Form" and a passport photo.

Section 2 Applying for Hong Kong Special Administrative Region Passport or Permanent Identity Card

Hong Kong Special Administrative Region Residents living overseas can submit their application directly to the Immigration Department of the Government of Hong Kong Special Administrative Region or can come in person at the Embassy to apply.

The procedure to obtain the permit is as follows: the applicant submits the application and other documents to the embassy, after receiving the application, the Embassy will send the relevant documents to the Immigration Department of the Hong Kong Special Administrative Region for approval. Once the documents have been sent back and received by the Embassy, the applicant will be notified by phone or letter to come to collect the documents.

Please note :

the website of the Immigration Department of the Hong Kong Special Administrative Region is <https://www.immd.gov.hk/hks/>

Section 3 Applying for Macao Special Administrative Region Travel Permit

The Embassy does not directly accept applications for Macao Special Administrative Region Travel Document. Applicants applying for a Macao Special Administrative Region travel document can obtain the "Application for Macao Special Administrative Region Travel Document" and the "Instructions for Overseas mailing" directly with the Macao Special Administrative Region Identification Bureau. The applicant should send the form duly filled and all relevant documents directly to: The Director of the Identification Bureau, 20th Floor, ZhonghuaGuangchang, 804 Da Ma Road, Nanwan, 1089 Macao.

Macao Special Administrative Region Identification Bureau Contact numbers: (0853) 28370777, (0853) 28370888

Fax number : (0853) 28374300

24/24 Helpline (0853) 28573333

Please note: you can find more information and details about the passport application procedure on the following address :

<http://www.ambchine.mu/chn/lsw/sqhzlxzxz/t1087914.htm>

Chapter Two: Visas

China and Mauritius have a mutual visa exemption agreement, citizens from both countries have a 60 days visa-free period granted by the other country. However, if the citizen exceeds 60 days after entering the country or if they are staying in China to study, work, inhabit or engage in media activities, they will need a visa. The Chinese Embassy in Mauritius has already implemented an Online visa Application System through which the applicant can fill in the form and make an appointment to apply for their visa.

Section 1 Procedure

1. The visa applicant (excluding visa applicants from Hong Kong and Macao) needs to log on the "China Online Visa Application" (COVA) System <https://cova.cs.mfa.gov.cn> and fill in the online form, print the confirmation page and the application form.

2. After filling the form as per the above instructions, follow the system guidelines and enter the "Appointment for Visa Application Submission" (AVAS) System (or register on <https://avas.cs.mfa.gov.cn>) and make an appointment online.

3. Bring the application form as described above in (1) and other required documents at the Embassy at the time of the appointment to proceed to the application.

4. The Embassy does not provide express services for visa applications.

Section 2 Basic Documents for the Application

You should prepare and bring the following documents with you

when coming to the Embassy to proceed to the application:

1. Passport: A passport with a validity period of at least 6 months including blank pages, and a copy of the passport information page.

2. The printed "Visa Application Form of the People's Republic of China" and one recent color passport photo(with a white background).

3. Proof of legal stay or residency (only for applicants who are not Mauritian citizens): if you are not a citizen of Mauritius, you need to provide a valid proof of legal residency in Mauritius, such as a valid resident permit, work permit, student visa or any other valid visa. Please provide the original and one copy of the same.

Section 3 Other Supporting Documents for the Application

Tourism Visa (L)

Itinerary material such as a round trip ticket reservation and hotel reservation, or the invitation letter from an entity or an individual in China. If the invitation letter is provided by an individual, a copy of the Identity Card of the inviting person will be needed.

Commercial Visa (M)

Invitation for commercial activities, invitation to trade fairs, etc., issued by the trade partner(s) in China. The invitation must contain the following information:

1. Personal details of the invitee: Full name, gender, date of birth, etc.;

2. Information about the trip: purpose of travel, arrival and departure dates, places to be visited, the relationship between the inviting entity or individual and the invitee, source of funds, etc.;

3. Information about the inviting entity or individual: Name of the inviting entity or individual, contact number, address, official stamp of the

entity and signature of the legal representative or person inviting.

Visiting visa (F)

An invitation letter from the inviting entity or individual. The letter must contain the following information:

1. Personal details of the invitee: Full name, gender, date of birth, etc.;
2. Information about the trip: Purpose of the visit, arrival and departure dates, places to visit, relationship between the inviting entity or individual and the invitee, source of funds, etc.;
3. Information about the inviting entity or individual: Name of the inviting entity or individual, contact number, address, official stamp of the entity and signature of the legal representative or inviting person.

Long term study visa (X1)

1. Original and copy of the admission letter issued by the Chinese university, school, institution or entity;
2. Original and copy of the "Visa Application Form for Foreign Students Studying in China" (JW201 or JW202).

Please note: The visa holder will need to apply for a Resident permit within 30 days after entering China.

Short-term study visa (X2)

Original and copy of the admission letter issued by the Chinese university, school, institution or entity.

Long term Family Reunion Visa (Q1)

For family reunion purpose, the required documents are:

1. An invitation letter issued by the Chinese citizen residing in China or the foreigner residing permanently in China.
2. A copy of the Identity Card of the Chinese inviting person or the permanent Resident Permit of the foreigner;
3. Original and copy of the certificate that proves the family relationship between the inviting person and the invitee (marriage certificate, birth certificate, certificate of kinship issued by the local police or notarial certificate of kinship).

For foster care purposes, the required documents are:

1. The foster care entrustment notarization issued by the Chinese Embassy or Consulate General in a foreign country or the foster care power of attorney notarized and authenticated in the country of residence or in China;
2. Original and copy of the principal's passport;
3. A letter of consent for foster care issued by the Chinese citizen residing in China who has agreed to provide foster care and a copy of his/her Identity Card.
4. If one or both parents are Chinese nationals, a copy of the certificate of permanent residency status overseas of the Chinese parent(s) when the child was born.

Please note: The visa holder will need to apply for a Resident permit within 30 days after entering China

Short term Family Reunion Visa (Q2)

1. Invitation letter issued by the Chinese citizen residing in China or the foreigner residing permanently in China. The invitation letter must include the relationship between the inviting person and the invitee.

2. A copy of the Identity Card of the Chinese inviting person or the permanent Resident Permit of the foreigner.

Work visa (Z)

The applicant must provide one of the following documents:

1. The "Foreigner Work Permit" issued by the Ministry of Human Resources and Social Security of the People's Republic of China;

2. The "Notification Letter of Foreigner's Work Permit " issued by the State Administration of Foreign Experts Affairs.

3. Other applicants exempted to provide the "Notice for the Work Permit for Foreigners" but required to provide other documents.

Please note: the above documents are the usual material required for visa application, for more details please check the following site:

<http://www.ambchine.mu/eng/lsw/visa/t1079091.htm>

Chapter Three: Authentication and Legalization

Section 1 Applying for authentication

According to the "Authentication Law of the People's Republic of China", authentication is an activity where a notarial organization certifies the authenticity and legitimacy of civil legal acts, facts and documents of legal significance in accordance with legal procedures, for natural or legal persons or other organizations.

1. Sphere of application

The Chinese Embassy in Mauritius accepts the application for notarization from Chinese citizens living in Mauritius.

2. Scope of Services

The Chinese Embassy in Mauritius provides authentication services mainly for: declaration, power of attorney, copy of passports and certified true copies of documents.

In principle, the Embassy does not provide authentication for documents related to Real Estate or other Major Properties, or other corporate affairs such as share transactions, loans, exercise of voting rights of shareholders, etc.

3. Procedure

(1) Fill in the "Application Form of Authentication of the People's Republic of China" (which can be downloaded after login to the Embassy's website or obtained directly at the Consular Affairs counter at the Embassy).

(2) Bring the form and other relevant documents to the embassy to submit the application.

4. Required documents

(1) The "Authentication of the People's Republic of China" duly filled;

(2) The valid Chinese passport of the applicant (original and copy);

(3) The valid Residence Permit (original and copy);

(4) The documents that require authentication, such as the declaration, power of attorney, etc. (original and copy);

(5) If the application is carried out by an authorized representative on the behalf of the applicant, the representative must provide a valid proof of identification and other relevant authorization documents;

(6) Any other documents as the case may require.

Section 2 Applying for Consular legalization

Consular legalization is an activity where the Embassy of China in a foreign country certifies the authenticity of a signature or a seal on a document for natural or legal persons or other organizations.

Consular legalization is not performed on the content of the notarized act or other legalized documents which have been made in the country of residence and is not responsible for the authenticity and legality of the

content of the document that has been issued by the Institution. The Consular legalization does not establish or modify or waive the rights and obligations involved in the document.

1. Sphere of application

The Chinese Embassy in Mauritius can provide Consular legalization for the relevant Mauritian institutions and certified by the Prime Minister's Office of Mauritius when the notarial certificate or other certified document are meant to be sent to China.

2. Procedure

(1) Send the documents to the Prime Minister's Office to be certified (apostille).

(2) Fill in the "Application Form of Consular Legalization of the Embassy/Consulate of the People's Republic of China" (which can be downloaded after login to the Embassy's website or obtained directly at the Consular Affairs counter at the Embassy).

(3) Bring the form and other relevant documents to the embassy to submit the application.

3. Required documents

(1) The "Application Form of Consular Legalization of the Embassy/Consulate of the People's Republic of China" duly filled;

(2) The valid Chinese Passport (original and copy);

(3) The valid Residence Permit (original and copy);

(4) The documents that have been certified by the Prime Minister's Office (original and copy);

(5) If the application is carried out by an authorized representative on the behalf of the applicant, the representative must provide a valid proof of identification and other relevant authorization documents;

(6) For Company documents certification, the copy of the passport of the legal representative of the company must be submitted as well as company documents that can prove the identity of the legal representative of the company.

Please note: Mauritius Prime Minister's Office address:

New Treasury Building, Intendance Street, Port Louis

Telephone: (+230) 201 1439/201 1307

Website: <http://pmo.govmu.org/>

Chapter Four: Consular Protection and Assistance

Section 1 Emergency Assistance Lines

Police: 999 or 112

Ambulance services: 114

Fire emergency: 115 or 995

Tourist Police: 213 1740 / 210 3894

Emergency Call Centre for International Consular Protection and Service of the Ministry of Foreign Affairs of China: 0086-10-12308/59913991

Emergency assistance help line of the Embassy of China in Mauritius: 230-52522618

Section 2 Introduction to the Consular Assistance Services

Chinese embassies and consulates overseas provide consular protection and assistance in accordance with the law and actively protect the legitimate rights and interests of the Chinese citizens. Since the embassies and consular officials do not have local administrative and law enforcement powers and cannot interfere with the administrative and judicial actions of the relevant departments in the host country, there is no guarantee that the relevant work will fully satisfy your demands. If you are facing issues regarding your rights and interests, you can claim your rights through legal channel. The Consulate can provide a list of selected lawyers and translators on request, and provide assistance within its scope of duties.

All the costs incurred must be borne by yourself.

If the security and the legal rights of a citizen are at risk, or if the citizen encounters difficulties or faces danger in case of accidents or unexpected events, the Embassy and Consulate of China will provide protection and assistance, in accordance with the laws and regulations. However, a small number of people engage in illegal and criminal activities overseas. In that case, the Embassy and Consulate of China strongly support the country to handle the case seriously in accordance with the law, and will resolutely not support any illegal and criminal acts.

1. What Consular officials can do for you?

(1) If a major emergency problem arises in the country and puts your personal safety at risk, according to the situation, the Consulate may ask the competent authorities of the host country to handle the problem without delay, contact relevant organizations or agencies and ensure coordination to provide assistance.

(2) If you are serving a sentence or being detained or arrested in a foreign country, a consular officer may visit you, at your request or with your consent.

(3) If you cannot contact your relatives in China in the event of an accident or unexpected events, the Consular officials can help you to inform your relatives in China.

(4) If you encounter temporary financial difficulties due to property theft, we can help you to contact your friends or relatives in China and give you advice to receive funds from your relatives and friends.

(5) If you are involved in a case of civil dispute or in a criminal case or face a sudden illness, we can provide a list of local legal service agencies, translation agencies and medical institutions and their contact information on request. The list is for reference only. The Embassy or

Consulate do not certify or confirm the qualifications, professional competences, personal morality of the institutions or persons on the list, and is not responsible for the results of the case.

(6) If you are looking for a relative missing abroad, we can provide you relevant information about how to find the missing person.

(7) Issue relevant travel documents for Chinese citizens who have lost or do not hold valid travel documents according to the Chinese laws and regulations.

(8) If you are involved in a legal case, we can assist to the hearing if required.

Please note: Unless otherwise expressed, the Embassy or the Consulate provides protection and assistance services for free. If you accept the help of a Consular Official and during the time he/she will provide assistance, costs for food and accommodation, transportation, communication, medical treatment, legal proceedings, issuance of documents will be borne by you.

2. What the consular official cannot do for you?

(1) Consular officials cannot interfere in any labor, business, economic, contract and family disputes involving you and other persons.

(2) They cannot participate in the investigation of criminal or public security cases, and cannot report the case to the police on your behalf. They cannot look for, retrieve or keep your personal belongings that have been lost or recovered on your behalf.

(3) They cannot interfere with judicial proceedings or law enforcement actions in the host country. They cannot help you to get better

conditions than the locals during medical treatment, detention or prison sentences.

(4) They cannot help you to handle disputes such as flight delays, cancellations and ticket changes, hotel reservation, travel and shopping, and other disputes between consumers and merchants or service providers. They cannot help you to claim for a compensation, to get a refund, to return goods or to file any other related claim with the merchant or service provider on your behalf. The above disputes must be negotiated through discussions between the parties or through legal channels.

(5) They cannot help you to seek for an employment or apply for a residence permit.

(6) They cannot provide tour guides, translation services or other services or pay for hotels, lawyers, translators, medical and travel (air, train or boat tickets) or any other expenses which should be borne by individuals.

(7) They cannot provide guarantees for you to apply for various types of documents, purchase goods, rent items, handle personal matters and resolve disputes.

(8) They cannot seek illegal interests or protect your illegal and criminal activities, and they may not interfere with local law enforcement or the normal enforcement of the judicial department.

Section 3 Notes for travelers to Mauritius

1. Instructions for entering the country. In order to enter Mauritius, you will need a valid passport (validity period above 6 months), a round-trip air ticket and a hotel reservation. Please check in advance that you have all compliant documents before traveling to ensure a smooth trip. Copies of important documents should be stored.

2. Pay attention to safety during water activities. When participating to water activities such as snorkeling and deep sea fishing, please pay attention to weather conditions, assess your physical condition and follow the instructions of the activity organizer. It is recommended to master the diving basic knowledge, familiarize yourself with the equipment and choose a professional to accompany you. Minors must be accompanied by a parent.

3. Keep your personal belongings in a safe place. Try to pay as much as possible by bank card and avoid carrying a lot of cash. Cash and valuables should be stored in the room safe after you have checked-in at the hotel or be carried with you. When you go to sleep at night or when you leave the room, make sure that all doors and windows are carefully closed. If your passport is stolen, lost or damaged, please report to the police immediately and apply at the Embassy for a temporary return permit with the copy of your passport or Identity Card.

4. Pay attention to road safety. In Mauritius, cars drive on the left hand side whilst priority is for vehicles coming from the right. Most of the road junctions are roundabouts, and vehicles driving in the inside lane of the roundabout have driving priority. Vehicles driving on the outside lane of the roundabout should pay attention to keep the lane clear. Most of the ordinary roads are relatively narrow, there are no sidewalks, some road sections have no street lights. Drivers should pay attention to avoid pedestrians when driving and try to avoid driving at night if possible.

5. Increase self-protection awareness. Travel in groups and avoid as much as possible walking in remote streets or alleys at night. In case of robbery, please protect your own safety first, then quickly call the police and contact the Chinese Embassy.

6. Tax refund at departure. When leaving the country, you can apply for tax refunds before check-in. Please pay attention to the airline company management regulations, if it is mandatory to check-in some specific item,

please do so in order to avoid losing it.

7. It is recommended to purchase an overseas travel insurance before traveling.

Chapter Five: Contact details

Chinese Embassy Contact information

Phone: (230) 467-4600

Fax: (230) 464-6012

Website: <http://www.ambchine.mu/chn/>

Email: chinaemb_mu@mfa.gov.cn

Address: Royal Road, Belle Rose, Rose Hill, Republic of Mauritius

Working Hours of the Department of the Consular Affairs for documents application

Monday, Wednesday and Friday (except Public Holidays and festivals)
Morning 9:00 to 11:30

Consular Affairs Consultancy Services Hotline

(230) 467-4600 then press 8001 (during working hours for documents application)

(230) 467-4600 then press 6001 (during other working hours)