

**Circular on Handling  
Examination and Approval  
of Entry and Exit for Official  
Business**



## **Circular on Handling Examination and Approval of Entry and Exit for Official Business**

Administrative Commissions of Various Parks, Relevant Associations and High-Tech Enterprises in Parks: The State Council has approved the decision to grant to the Administrative Commission of the Zhongguancun Science Park certain authority to examine and approve matters pertaining to sending personal abroad to stay for a short time for official business and invite foreign personnel specializing in economic affairs, trade, science and technology to come to China. Following consultations the Beijing Municipal Office of Foreign Affairs and the administrative commissions of various parks are set to officially handle the business of examining and approving entry and exit for official business. We now print and issue to you the 《Procedures of the Zhongguancun Science Park Governing Management of Going Abroad to Stay for a Short Time for Official Business》 (Interim) and the 《Procedures of the Zhongguancun Science Park Concerning Management of Inviting Overseas Personnel Specializing in Economic Affairs, Trade, Science and Technology to Enter China.》 Please implement these two sets of procedures in connection with the reality.

### **Procedures of the Zhongguancun Science Park Governing Management of Going Abroad to Stay for a Short Time for Official Business (Interim)**

**Article 1** These Procedures have been formulated with a view to doing a good job in going abroad for official business in the Zhongguancun Science Park, in accordance with the relevant provisions of the state and Beijing Municipality, and in line with the principle on improving efficiency, centralization and offering better services.

**Article 2** The Administrative Commission of the Zhongguancun Science Park is the department of the park to lead the work of foreign affairs, and is in charge of examining and approving the missions of going abroad to stay for a short time for official business. The International Cooperation Division of the Administrative Commission is a functional department of the park in charge of foreign affairs and a work body for examining and approving he missions of going abroad to stay for a short time for official business. Administrative commissions of various sub-parks (the Haidian Sub-Park, the Fengtai Sub-Park, the Changping Sub-Park, the Electronics City Science Sub-Park and the Yizhuang Science Sub-Park) of the Zhongguancun Science Park are the competent departments for foreign affairs of their respective sub-parks, and are in charge of preliminarily examining and approving the missions of going abroad to stay for a short time for official business. Administrative commissions of various sub-parks have foreign affairs departments in charge of handling the applications for the mission of going abroad for official business.

**Article 3** With regard to the personnel of the Administrative Commission of the Zhongguancun Science Park and various managerial departments attached directly to it, and of administrative commissions of various sub-parks of the Zhongguancun Science Park below the division level (including the division level), as well as the personnel of the high-tech enterprises registered in the above sub-parks, the Administrative Commission of the Zhongguancun Science Park shall examine and approve the temporary

mission of staying abroad for within 180 days because of business needs in the sub-parks or because they are engaged in economic, trade, scientific or technological activities related to the enterprises in the sub-parks, and the temporary mission of going abroad many times a year (fewer than 180 days each time).

**Article 4** The Administrative Commission of the Zhongguancun Science Park shall examine and approve matters pertaining to the above personnel going to Hong Kong or Macao for official business for short-term (within 30 days in Hong Kong and 20 days in Macao) economic, trade, science or technological activities. The matters related to going to Hong Kong shall be examined and approved within the annual quota for going to Hong Kong for economic and trade activities as verified by the State Council Office of Hong Kong and Macao Affairs.

**Article 5** The matters concerning going abroad for official business beyond the above range (Article 3 and Article 4) shall be handled by the foreign affairs departments of the administrative commissions of various sub-parks and submitted to the Administrative Commission of the Zhongguancun Science Park, which shall undertake to submit such matters to relevant municipal examination and approval departments for examination and approval in compliance with current provisions.

**Article 6** The unit applying to form a delegation shall be the direct undertaker of the mission of going abroad for official business, with a staff from the unit serving as the head of the delegation. The head responsibility system shall be instituted for the delegation.

**Article 7** The unit applying to form a delegation shall fill in the form of application for going abroad for official business (the form can be obtained from the foreign affairs departments of the administrative commissions of various sub-parks). With approval by the competent department at a higher level (at the prefecture commissioner's level), it shall handle official written replies to examining the personnel going abroad for official business. The personnel going abroad from the high-tech enterprises without a competent department shall be subject to approval by the administrative commissions of various sub-parks, which shall handle official written replies to examining the personnel going abroad for official business.

**Article 8** Upon receiving application materials, the foreign affairs departments of the administrative commissions of various sub-parks shall make preliminary examination within two working days (excluding the day when application materials are received), and the director in charge shall sign his/her views on the "form of the Administrative Commission of the Zhongguancun Science Park on approving the mission of going to Hong Kong or Macao for official business" before faxing the application form, the invitational letter and the form on approval to the International Cooperation Division of the Administrative Commission of the Zhongguancun Science Park. Upon receiving the above materials, the International Cooperation Division shall, within two working days (excluding the day when application materials are received), submit them to the director of the Administrative Commission for examination and approval. In accordance with the ultimate view on examination and approval, it shall undertake to produce the "official written reply of the Administrative Commission of the Zhongguancun Science Park

to approving the mission of going abroad or going to Hong Kong or Macao" for the delegations with the mission of going abroad that have obtained approval, and deliver the written reply to the administrative commissions of various sub-parks.

**Article 9** Upon receiving the written reply, the administrative commissions of various sub-parks shall, within one working day (excluding the day when application materials are received), have the special staff undertaking to handle visas go, with the written reply and other materials, to the Beijing Municipal Office of Foreign Affairs to handle the business passports (permits) and visas. The handling of passports requires two working days and that of permits and visas, eight working days. The time of handling of visas is subject to the provisions of the embassies of various countries. Upon receiving the circular on completing the handling of passports and visas (permits), the special staff undertaking to handle visas shall receive them and inform the unit forming a delegation, within one working day (excluding the day when application materials are received).

**Article 10** High-tech enterprises in the sub-parks may, according to the needs of their business, enjoy the preferential policy of examining and approving once the application for going abroad many times a year.

**Article 11** Upon receiving the passports (permits) with ready visas, the delegations with the mission of going abroad shall handle on their own the matters in conjunction with converting Chinese currency into a foreign currency and purchasing plane tickets.

**Article 12** The delegations with the mission of going abroad for official business shall not extend their stay abroad without approval or visit in passing unapproved countries or regions. In case they need to postpone their return to China for a certain special reason, they shall, seven days in advance, file an application for extending their stay abroad to the Administrative Commission of the Zhongguancun Science Park. They may not handle the procedures on extending their stay abroad after returning to China.

**Article 13** The delegations with the mission of going abroad for official business shall settle their foreign currency within 15 days after returning to China, collect all passports within 30 days and deliver them in a lump to passport managerial departments of various units in charge at the prefecture commissioner's level. The foreign affairs departments of the administrative commissions of various sub-parks shall undertake to, according to relevant provisions, keep passports of the personnel of high-tech enterprises without the competent department.

**Article 14** The delegations with the mission of going abroad for official business shall strictly implement all relevant provisions on foreign affairs and observe discipline related to foreign affairs. In the event of discovering acts in violation of discipline or regulations, the Administrative Commission of the Zhongguancun Science Park shall have the authority to suspend within a certain period of time the qualification of the unit forming the delegation for applying for going abroad for official business.

**Article 15** Should the unit applying for forming a delegation have complaints about the function of the administrative commission of a sub-park to examine and approve the mission of going abroad, it may appeal to the Administrative Commission of the Zhongguancun Science Park. Should it have complaints about the function of the Administrative Commission of the Zhongguancun Science Park to examine and approve the mission of going abroad, it may appeal to the Beijing Municipal Office of Foreign Affairs.

**Article 16** The Administrative Commission of the Zhongguancun Science Park shall be responsible for interpreting these Procedures.

**Article 17** The unspecified matters in these Procedures shall be subject to the provisions of the state and Beijing Municipality on managing foreign affairs.

**Article 18** These Procedures shall take effect as of the date of promulgation.