



纪德商务咨询(上海)有限公司
JDL Global Services Pte Ltd

中国-上海市漕溪路 252 号银海大厦 C 座 304,306 室 –
邮政编码 200331
Rm 304, 306, Yinhai Building Blk C, 252 Cao Xi
Road, Shanghai 200233, China

《Terms and Conditions of Visa Services》

Party A: JDL Global Services Pte Ltd

Party B: The Bearer of the Passport for Visa Processing

1. It is the sole responsibility of Party B to ensure that he/she has read and fully understood the Terms and Conditions in this contract before confirmation for JDL Global to process his/her visa.
2. Party A provides visa services to Party B
3. Upon the receipt of the written confirmation by Party B, Party A will arrange a courier service to collect the documents (passport and photographs) from Party B. The contract is deemed to be effective the moment the courier collected the documents from Party B.
4. Once the contract takes effect, either party who breach the contract will need to bear the responsibilities for the breach of contract in accordance to this agreement.
5. The documents needed for the visa are as follow:
 - The original valid passport with at least 2 blank visa pages and 6 months validity before expiry.
 - 6 passport size photographs (2 inches – white or light blue background)
 - For children below 18 years old applying for visa, besides the above documents, they also need to provide a copy of their original birth certificate issued by the government, and the passport of one of the parent indicated on their birth certificate (The parent's visa has to be a multi-entry type)
6. For documents mentioned in clause (5), it is important that Party B carefully check and seal them in an envelope prior to the arrival and collection by Party A courier service.
7. Party B's responsibilities:
 - Party B must pay 50% of the total service charges within 2 days from the collection of the documents by Party A courier services. If for any reason, Party B need an extension to make the payment, he/she can only do so with Party A's approval, but Party A will not be liable for any losses due to delay cause by the extension, such as: delay in application of the visa, resulting in expiry of the original visa, the consequences shall be borne by Party B.
 - Once the new visa is processed as per Party B request, a scan or fax copy of the visa will be sent to him. Party B must then pay the balance 50% of the service charges within 2 days from the day they receive the scan or fax of the new visa. The passport will only be released upon receipt of full payment by Party A's bank.
 - It is the responsibilities of Party B to extend full cooperation to Party A in the processing of the visa.



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8. Party A's responsibilities:
 - To arrange courier services to collect the documents from Party B, the courier cost shall be borne by Party A.
 - Except due to uncontrollable external factor, such as, change in related Government policies, international environmental changes, etc, Party A will select the best channel to process Party B's visa as per agreement.
 - Once the new visa is processed, Party A will inform Party B in the earliest possible time, and dispatch the passport to the client immediately upon receipt of full payment of the service charges.
9. Party B's Responsibilities for Breach of Contract
 - If the contract is breached by Party B within 2 days upon the collection of documents by Party A's courier service, he will pay Party A a penalty fee equivalent to 10% of the total service charge.
 - If the contract is breached by Party B within 3 days upon the collection of documents by Party A's courier service, he will pay Party A a penalty fee equivalent to 20% of the total service charge.
 - If the contract is breached by Party B more than 3 days upon the collection of documents by Party A's courier service, he will pay Party A a penalty fee equivalent to 100% of the total service charge.
10. Party A's Responsibilities for Breach of Contract
 - If the visa is unable to be processed for any reason due to Party A negligent, Party A will assure Party B the validity of his visa, return all documents and refund all payment make by Party B, in addition, a compensation of RMB500 will be paid to Party B.
 - If the visa is unable to be processed in accordance to the visa agreement for any reason due to Party A, Party A will notify Party B for the new condition and provide a new quotation for Party B, in addition, a compensation of RMB500 will be paid to Party B.
 - Due to uncontrollable external factor, such as, change in related Government policies, international environmental changes, etc, resulting in Party B's visa unable to be processed or not process as per the visa agreement, Party A will not be held responsible for the breach of contract. However, out of humanity, Party A will try within its mean to help Party B resolve any related problem.
11. If Party B request a change in visa requirement, a new service charge will be quoted, the total service charge mentioned in this agreement will be based on the new quotation.
12. Other situation beyond the contract stipulation should be discussed between Party A and Party B for resolution amicably.



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All bank remittance should be made to the following corporate bank accounts unless otherwise advised :

Bank Account Information

USD Account	RMB Account
Account Number:1001228109148001289	Account Number:1001228109016247282
Name:JDL Global Services Pte Ltd	
Bank Name:Industrial and Commercial Bank of China	
Branch Name:Shanghai Xiqin Rd, Sub-Branch	
Branch Address:Shanghai, No36, Caobao Road,	
Bank Swift Code:ICBKCNBJSHI	

美金帐号	人民币帐号
帐号:1001228109148001289	帐号:1001228109016247282
帐户:纪德商务咨询(上海)有限公司	
开户银行:中国工商银行习勤路分行	
地址:上海市漕宝路 36 号, 邮编:200235	
Bank Swift Code:ICBKCNBJSHI	