



Select Business Scheme

What is it?

The Select Business Scheme (SBS), operated by UK Visas & Immigration, is a free service available to eligible businesses China-wide that require regular travel to the UK. Members will receive numerous benefits and a tailored service unique to China. The aim of the scheme is to provide support throughout the visa application process and ensure it is quick, reliable and even simpler for our members.

What are the benefits?

- All SBS applications require minimal paperwork – the **Visa Application Form** and an **employment letter** only.
- All subsidiaries / branches of your company across China will have access to the scheme (their details must be provided with your SBS application). You will receive a unique membership number which covers all subsidiaries / branches.
- All SBS members are eligible to apply for one of our long-term visitor visas, up to 10 years, without requiring previous travel (subject to payment of the relevant fee).
- A point of contact for any emergency visa enquiries (Mon-Fri 08:30-16:30).
- A Welcome Pack featuring useful information on our products and services provided to new members.
- Regular updates on the UK visa service and news on important information.
- Exclusive invitation to British Embassy training and seminars.

Who can use the scheme?

Employees being sent for a business visit to the UK on behalf of your company. Their spouse and / or dependent children may also apply if accompanying them for the duration of the business visit.

Who can apply?

To be eligible to join the Select Business Scheme your company must have been invited by one of the following: UK Visas & Immigration, UK Trade & Investment, British Chamber of Commerce, China-Britain Business Council or Confederation of British Industry. Companies can still enquire about joining. Please provide us with your company background and business interests in the UK and we will consider you for membership to the scheme. Please contact **SelectBusiness.Beijing@fco.gov.uk** for further details on how to apply for the scheme.

Select Business Scheme

How do I join?

To join the Select Business Scheme you will need to complete the application form providing us with the following information:

- State which organisation, if any, has invited you to join the Select Business Scheme.
- A single point of contact within your company.
- A list of all your official company addresses in China who will use the scheme including a point of contact for each one.
- A sample employment letter in English on company headed paper with a sample of authorised signatories (1 or more)

The completed application form along with the sample employment letter(s) should be emailed to: SelectBusiness.Beijing@fco.gov.uk

Membership

We will notify you via email if accepted on to the scheme and we will provide you with a unique membership number. This number will cover all subsidiaries / branches and will need to be quoted in all employment letters that are issued to use the Select Business Scheme.

Upon applying for the Select Business Scheme means that you have read, understood and agreed to the terms and conditions.

Select Business Scheme

Terms and Conditions

1. Ensure that your unique membership number is quoted on all UK visa applications and correspondence under the Select Business Scheme (SBS).
2. This number is exclusive to your company and can only be used by those subsidiaries / branches identified to us at the time of your SBS application. Your membership number must not be given to external companies, partners or used for any other application apart from visits under the SBS.
3. Employees must advise Visa Application Centre (VAC) staff when attending the VAC that they are applying as a member of SBS (Failure to do this may prevent the application being processed under the scheme).
4. All visa applications will be processed in accordance with all relevant and applicable legislation and procedures.
5. Where necessary, further documentation and/or information may be requested by UK Visas and Immigration (UKVI).
6. If you are an existing SBS member please advise us in advance of any applications from any other subsidiaries / branches you want to include under the scheme.
7. You must advise us immediately of any changes to your authorised signatory and single point of contact details (Failure to do this may result in your company's applications being rejected to use the scheme at the VAC).
8. Any use of your membership number by any third parties may result in your immediate removal from the scheme and the membership number will be withdrawn. No further applications will be accepted. This may also have implications for all future visa applications and any current visas held by your employees. Your company may not necessarily be removed from the scheme if you advise us immediately of any visa abuse, but remedial action may be required.
9. All individuals and their families wanting to use the scheme must abide by UK immigration rules. If they have previously been to the UK they must have complied with UK immigration rules. Any evidence to show otherwise may result in them being refused.
10. As an SBS member, you must take reasonable measures to ensure compliance with the immigration rules. Any evidence of misuse of this service may result in your immediate removal from the scheme. No further applications will be accepted. This may also have implications for all future visa applications. Your company may not necessarily be removed from the scheme if you advise us immediately of any visa abuse, but remedial action may be required.

Further information regarding business visits and the immigration rules can be found here: <https://www.gov.uk/business-visitor-visa>

The British Government is committed to a firm but fair migration system. Those who try to gain access to the UK with false documents or deception will face an automatic ban of up to 10 years. Applicants who have previously breached UK immigration laws by staying in the UK illegally or working without permission will also be banned from coming to the UK.