

Project for Simplifying Visa Regulations for High-end Group Tourists from Southeast Asian Countries

Amended January, 2024

Article	Regulations
1.	This Project has been established to encourage more high-end tour groups from India, Indonesia, Vietnam, Myanmar, Cambodia and Laos to visit Taiwan. The operational process is detailed in Appendix 1.
2.	<p>High-end tour group definition: Groups of five or more people that include the following types:</p> <p>(1) Escorted tours by designated travel agencies (hereinafter referred to as “Escorted tours”).</p> <p>(2) Incentive tours sponsored by corporations (hereinafter referred to as “Incentive tours”).</p> <p>(3) Fly-cruise tours (groups of tourists who fly into Taiwan, then take an international cruise to a destination and back, and then fly out of Taiwan or those who arrive and depart by a combination of plane and international cruise; hereinafter referred to as “Fly-cruise tours”).</p> <p>The list of designated travel agencies for Escorted tours begins with recommendations by overseas offices of the Tourism Administration, Ministry of Transportation & Communications (MOTC), as well as tourism authorities of other countries. The list is then reviewed and approved by the Tourism Administration.</p> <p>For Incentive groups and Fly-cruise groups not arranged by a designated travel agency, certification of the travel agency’s establishment should be included in the application.</p>
3.	Project period: November 1, 2015 to December 31, 2024. Ongoing review is done to evaluate the project’s effectiveness.
4.	<p>Number of days of stay: In principle, a single-entry visa with a maximum stay of 14 days is issued. However, Fly-tour groups are issued multiple-entry visas with a maximum stay of 14 days. The actual duration of stay shall be based on the dates specified in the group entry and exit application</p> <p>The National Immigration Agency (NIA), Ministry of the Interior (MOI), will deny entry to a traveler in the following circumstances: 1) the arrival date on the visa entry field is inconsistent with the actual date of entry, 2) a tour leader is not present who can confirm the tour members or 3) an outbound plane (or ship) ticket for the traveler’s return trip cannot be produced.</p>
5.	Visa fees: Based on standard visa fees for foreign passport holders.

6.	Application process and required documents:	
(1)	<p>Group category:</p> <ol style="list-style-type: none"> 1. Escorted tours: Submit applications to the overseas office of the Tourism Administration together with required documents at least 7 working days before arrival. 2. Incentive and Fly-cruise tours: (Up to 40 people may be listed on each form.) For groups of 80 tourists or less, submit the application and required documents to the relevant Tourism Administration overseas office at least 7 working days before arrival. For larger groups, please submit required documents at least as early as indicated here: 81-160 tourists, 8 days; 161-200 tourists, 9 days; 201-250 tourists, 10 days; 251-400 tourists, 11 days. Tours of more than 400 people will be handled on a case-by-case basis. 	
(2)	<p>Application processing:</p> <p>Escorted and Incentive tour:</p> <ol style="list-style-type: none"> 1. Initial review is conducted by the Tourism Administration overseas office in charge of the case. It is then forwarded to the Tourism Administration for review and approval. They will then inform the overseas office of the decision and also forward their approval to the Bureau of Consular Affairs (BCA), Ministry of Foreign Affairs (MOFA). 2. The Tourism Administration also sends a list of tour group members to the BCA. The latter will then notify the Tourism Administration of their decision as to permitting the specified travelers to enter the country. They will also notify the travel agency. 3. After receiving this notification from the BCA, the travel agency enters the BCA website and submits e-visa applications through that system. 4. After the e-visas are approved, paper copies of these should be downloaded, printed out, and presented at check-in in the home country in order to board the plane and then enter Taiwan. <p>Fly-cruise tour application processing:</p> <ol style="list-style-type: none"> 1. The application is first reviewed by the Tourism Administration's overseas office. If approved, it is then forwarded to the Tourism Administration for final review. The Tourism Administration will then notify the overseas mission and the Tourism Administration's overseas office, and inform the Bureau of Consular Affairs. 	

		<p>2. The travel agency must first fill out the Republic of China Visa Application Form (paper visa) on the Bureau of Consular Affairs website and provide documents such as proof of booking for the cruise to apply for a multiple-entry transit visa at the overseas mission.</p> <p>3. After the visa is approved, the applicant must enter Taiwan with the paper visa.</p>
	(3)	<p>Required documents:</p> <ol style="list-style-type: none"> 1) Application form (Appendix 2) 2) Certificate showing that the travel agency is a “designated travel agency” as referred to above (Incentive tour groups must provide proof of corporate group organization, corporate license). 3) List of tour members (examples in Appendices 3 and 4) 4) Scanned copy of each tourist’s passport (should have at least six months of remaining validity) 5) Tour itinerary while in Taiwan 6) Signed affidavit from the local (receiving) tour agency (example in Appendix 5) 7) (a) The contract between the overseas travel agency and the receiving travel agency in Taiwan, (b) passenger round-trip tickets, (c) accommodation reservations and (d) any other supporting/relevant documentation.
7.	(1)	<p>Notification mechanisms:</p> <p>In principle, high-end tour groups should enter and leave the country in the form of "group entry and group exit." The actual entry/exit approach is managed by the Tourism Administration. Group members are not allowed to leave the group and enter Taiwan individually using a high-end tour group visa. The designated travel agency should assign the local tour leader to assemble the group members at the departure airport, issue e-visas to all and supervise flight check-in. Designated travel agencies and local travel agencies are responsible for reporting abnormal situations.</p>
	(2)	<p>Before the group enters the country, if the travel agency becomes aware that a registered member of the group has cancelled due to unforeseen circumstances, or if it discovers that a member of the group plans to abscond, or if a member of the group changes their itinerary and cannot participate in the entire trip with the group, the travel agency shall fill out a Cancellation Notification Form</p>

		(Appendix Six) and notify the Tourism Administration, which will then inform the National Immigration Agency. The National Immigration Agency will process the cancellation of visas based on the list provided in the Cancellation Notification Form from the Tourism Administration and inform the Tourism Administration accordingly.
	(3)	Entry Notification: After the group enters Taiwan, the local travel agency shall immediately fill in the Entry Notification Form (Appendix 7) and notify the Tourism Administration. The Tourism Administration consolidates the list of individuals who did not enter the country with the group and notifies the Bureau of Consular Affairs via email, while also informing the National Immigration Agency.
	(4)	Departure notification: Upon a group's departure, the local travel agency should promptly submit a departure notification form (Appendix 8), check the group departure certificate, and report this to the Tourism Administration. If deadlines for submitting this documentation are not met, the Administration may suspend the acceptance of new applications from the designated travel agency, depending on the circumstances.
	(5)	<ol style="list-style-type: none"> 1. Reports on accidents/overstays: In cases where a traveler is injured, dies, goes missing or overstays their visa, the local travel agency shall complete a travel agency tour group incident report (Appendix 9) within two hours of the incident and report this to the Tourism Administration. The Administration shall notify the NIA, which will follow-up on the report. 2. In the event of sudden incidents such as natural disasters, weather conditions, or flight rescheduling causing flight disruptions resulting in changes to the entry or exit dates, designated travel agencies or domestic receiving travel agencies shall fill out the Incident Report Form (Appendix Nine) and attach relevant supporting documents (such as flight cancellation notices, new booking records, etc.) to report to the Tourism Administration. The Tourism Administration will then inform the Bureau of Consular Affairs and the National Immigration Agency through the incident processing procedure, and the National Immigration Agency will assist with entry and exit matters. If the Taiwan trip is subsequently canceled due to unforeseen circumstances, the cancellation

		notification shall be processed according to the provisions of the second clause.
8.	Guarantees and control processes:	
	(1)	If a designated travel agency experiences desertion from the group, overstays, or if three or more members of the group go missing, the Tourism Administration may suspend its application qualification for three months. If the number of missing members reaches six or more, the agency will be immediately removed from the list of designated travel agencies for this program. Those removed from the list must wait for a year before being eligible for re-listing, provided they receive recommendations from the Tourism Administration's overseas offices and tourism authorities of other countries, and pass the Tourism Administration's review. For severe violations, the suspension period may be extended to three years.
	(2)	If a tour member overstays, any repatriation expenses should be paid by the member of the tour group. If the traveler cannot afford the expenses, the domestic reception travel agency shall be jointly and severally liable.
	(3)	If a designated travel agency is found to have accepted travelers from a non-designated travel agency and helped them apply for the project, the agency may be immediately removed from the designated list.
	(4)	If a local travel agency is found to have twice failed to make full, proper and timely notifications as required by regulations, the agency may be removed from eligibility for this project. Those removed from the list must wait for one year before being eligible for reacceptance. For severe violations, the suspension period may be extended to three years.
9.	Other items:	
	(1)	The list of designated travel agencies is regularly reviewed by the Tourism Administration.
	(2)	The overseas office of the BCA may require interviews and supplementary documents when reviewing visa applications. It may decide not to issue visas on a case-by-case basis.
	(3)	The Tourism Administration is responsible for ruling on possible violations of project regulations by designated travel agencies and local (receiving) travel agencies.

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Acronym list:

Tourism Administration (TA)
 Bureau of Consular Affairs (BCA)
 National Immigration Agency (NIA)

Documents:

1. Application form, 2. Tourist list, 3. Tourist passports, 4. Itinerary, 5. Certificate of designated travel agency, 6. Affidavit of Taiwan travel agency, 7. Tour organizing agency and local travel agency contract, tourist round-trip tickets, hotel reservation record.



