

VISIT TO CHINA - A USEFUL GUIDE

Before you depart ...

1. eRegister with the Ministry of Foreign Affairs, Singapore

You may eRegister at <https://eregister.mfa.gov.sg>.

2. Obtain a visa from the Chinese Embassy in Singapore, if necessary

For less than 15 days of stay in China, Singapore ordinary passport holders are not required to apply for a visa. If your stay in China is for more than 2 weeks, please apply for a visa prior to your departure through the Chinese Visa Application Service Centre. You may visit www.visaforchina.com.sg for more information.

3. Purchase comprehensive travel insurance

4. Ensure that your passport has at least 6 months' validity upon arrival in China

5. Keep a photocopy of your passport bio-data page, personal credit cards and traveller's cheques, if any

6. Bring sufficient funds

7. Provide a copy of your itinerary and contact details to your family/friends so that they can stay in touch with you

While in China ...

8. Temporary residence permit registration

If you are not staying in a hotel while in China, please register at a local police post (公安局派出所) nearest to your temporary residence. Registration should take place within 24 hours upon arrival in Beijing.

9. Visa Extension

If you need to stay in China beyond the duration permitted, you need to apply for a visa extension at the local Entry-Exit Administration Bureau (公安局出入境管理处/局).

For Beijing:

Beijing Entry-Exit Administration Bureau 北京市公安局出入境管理总队
2 An Ding Men Dong Dajie, Dongcheng District, Beijing 100007
东城区安定门东大街 2 号（二环路北小街桥东南侧）
Tel: (86)-10-8402 0101 or (86)-10-8401 5300 (Non-Working Hours Emergency)

What to do if...

... I lost my passport?

- (a) Report the loss of your passport at the nearest police station (Public Security Bureau 公安局派出所) and request for a police report/certificate (i.e. confirmation of loss report 护照报失证明).
- (b) Contact the nearest Singapore Embassy/Consulate to apply for a temporary travel document, also known as Document of Identity (DOI). The following are required for the application:
 - 2 passport-sized photographs (instant photographs are acceptable)
 - Confirmation of loss report issued by the police
 - Proof of identity if available (e.g. a photocopy of your passport or NRIC)
 - RMB 73.00
- (c) Upon issuance of the DOI and a note from the Singapore Embassy/Consulate, proceed to the local Entry-Exit Administration Bureau (公安局出入境管理处/局) to apply for an exit permit. The estimated processing time is about five working days. You may be required to prove that you have registered with a hotel or local police station when you first arrived in China.

... I lost my money?

Contact your family or friends in Singapore so that they can remit money to you through Western Union by visiting one of their agent locations.

Once money is deposited at Western Union in Singapore, a Money Transfer Control Number (MTCN) will be provided. You can then collect the money from the nearest Western Union office to you using the tracking number (MTCN).

Alternatively, your family or friends can contact the Singapore Ministry of Foreign Affairs at (65)-6379 8000 for further advice.

Some Useful Contact Numbers

Singapore Ministry of Foreign Affairs	(65)-6379 8000
Singapore Embassy in Beijing	(86)-10-6532 1115
- Consular Services	(86)-10-6532 9382
- Emergency Contact	(86)-1391 0755 251
Singapore Consulate-General in:	
- Chengdu	(86)-28-8652 7222
- Guangzhou	(86)-20-3891 2345
- Shanghai	(86)-21-6278 5566
- Xiamen	(86)-592-268 4691
- Hong Kong	(852)-2572 2212
Essential Services in China	
- Ambulance	999 or 120
- Fire	119
- Police	110
- Directory	114
- Weather	12121
- Time	12117
Transportation in Beijing	
- Beijing Capital International Airport	96158
- Beijing Railway Station	(86)-10-5101 9999
- Beijing West Railway Station	(86)-10-5186 1381
- Beijing South Railway Station	(86)-10-5186 7132
- Taxi	96103
Singapore Airlines	
- Reservations & Ticketing	(86)-10-6505 2233
- Airport Office	(86)-10-6453 2556
Medical Facilities in Beijing	
- International SOS 24-hr Emergency	(86)-10-6462 9100
- Bayley & Jackson Medical Centre	(86)-10-8562 9998/9990
- Beijing United Family Hospital	(86)-10-5927 7000/7120
- Peking University Hospital of Stomatology – Outpatient Dental Center	(86)-10-6615 8520