

## **How to apply for registered Company / Travel Agency at the Consulate General of Brazil in Guangzhou**

1. From May 22, 2024, go to BLS on the Agent Login section:

<https://brazilappointment.blscn.cn/CHN/Agent/login>

2. Chose the option NewAgentRegistration and input the company's / agency's profile details.

3. Please note that, if you are registering either as a travel agent or as a company's representative, the "Agent name" should be the name of the person responsible for delivering the visa applications. Each company / agency can appoint only one person, who can be replaced only under special circumstances.

4. Upload the documents:

- Proof of business operation (business registration);
  - Additional documents for agencies only:
    - License/registration/certificate for travel operators;
    - Proof of a minimum of two years of experience;
    - Other accreditations (IATA, IATAN, ARC, CLIA, TRUE), if any;
    - Social media / e-commerce details, with information about the services offered by the agency (a file with links to the agency's social media / e-commerce profiles is acceptable);
  - For companies only:
    - Proof of direct business operation in Brazil, such as a branch.
- Proof of financial viability and stability, such as bank statements (last 3 months), bond or letter of credit, etc.;
- An electronic file containing:
  - Updated contact list;
  - Address of physical office location.
- Proof of the representative's qualifications
  - For companies: the person should prove the representative is a HR employee or the equivalent to an "entry-exit" or overseas management employee;
  - For agencies: the representative shall have a license to operate as travel agent.

5. Submit your application.

6. The Consulate will review the documents provided in up to 5 working days. The Consulate has the right to request additional documents or information during the process.

7. If the documents are approved, the company's HR representative with legal capacity / agency's legal representative will be requested to sign a letter of commitment to abide by the basic rules for registered company / agency before the head (or the acting head) of the Visa Section at the Consulate.

8. After the signature, the company / agent shall be able to access the system within up to 2 working days.