

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

Amended January 2026

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 .
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, 2026. 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 BCA.

		<p>2. The travel agency must first fill out the Republic of China Visa Application Form (paper visa) on the BCA 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) 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 and corporate license). 2) List of tour members 3) Scanned copy of each tourist’s passport (should have at least six months of remaining validity) 4) Tour itinerary while in Taiwan 5) Signed affidavit from the local (receiving) tour agency 6) (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 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. 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 notify the Tourism Administration, which will then inform the National Immigration Agency. The NIA 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.</p>

	(3)	<p>Entry Notification: After the group enters Taiwan, the local travel agency shall immediately notify the Tourism Administration. The Tourism Administration consolidates the list of individuals who did not enter the country with the group and notifies the BCA, as well as the NIA. If entry notification is not made in accordance with relevant regulations, the Tourism Administration may, depending on the circumstances, suspend the acceptance of new applications from the designated travel agency.</p>
	(4)	<p>Departure notification: Upon a group's departure, the local travel agency should promptly submit a departure notification form, 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.</p>
	(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 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 cases where a traveler needs to return home early due to family matters or is ill, the travel agency shall notify the Tourism Administration within 24 hours of becoming aware of the issue. The Tourism Administration will then notify the BCA and NIA for follow-up arrangements. 3. 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 and attach relevant supporting documents (such as flight cancellation notices, new booking records) to report to the Tourism Administration. The Tourism Administration will then inform the BCA and NIA through the incident processing procedure, and the NIA will assist with entry and exit matters. If the Taiwan trip is subsequently canceled due to unforeseen circumstances, a 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 accommodation and 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.
(5)	If a designated travel agency's violation number for tour members leaving a group or overstaying has not reached a level resulting in removal from the project, the violation number may be reset to zero on the day after going one year without any recorded violations.
(6)	If a designated travel agency has a case of a person leaving the tour group, and provides supporting evidence of actively searching for the person to the Tourism Administration, and the NIA determines that it has been helpful in reducing the time for investigation and has no other violations, the agency may be issued a warning and be exempted from the calculation of the number of people leaving the tour group as described in paragraph (1). If an agency accumulates two warnings, it will be counted as one person leaving the tour group.

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.

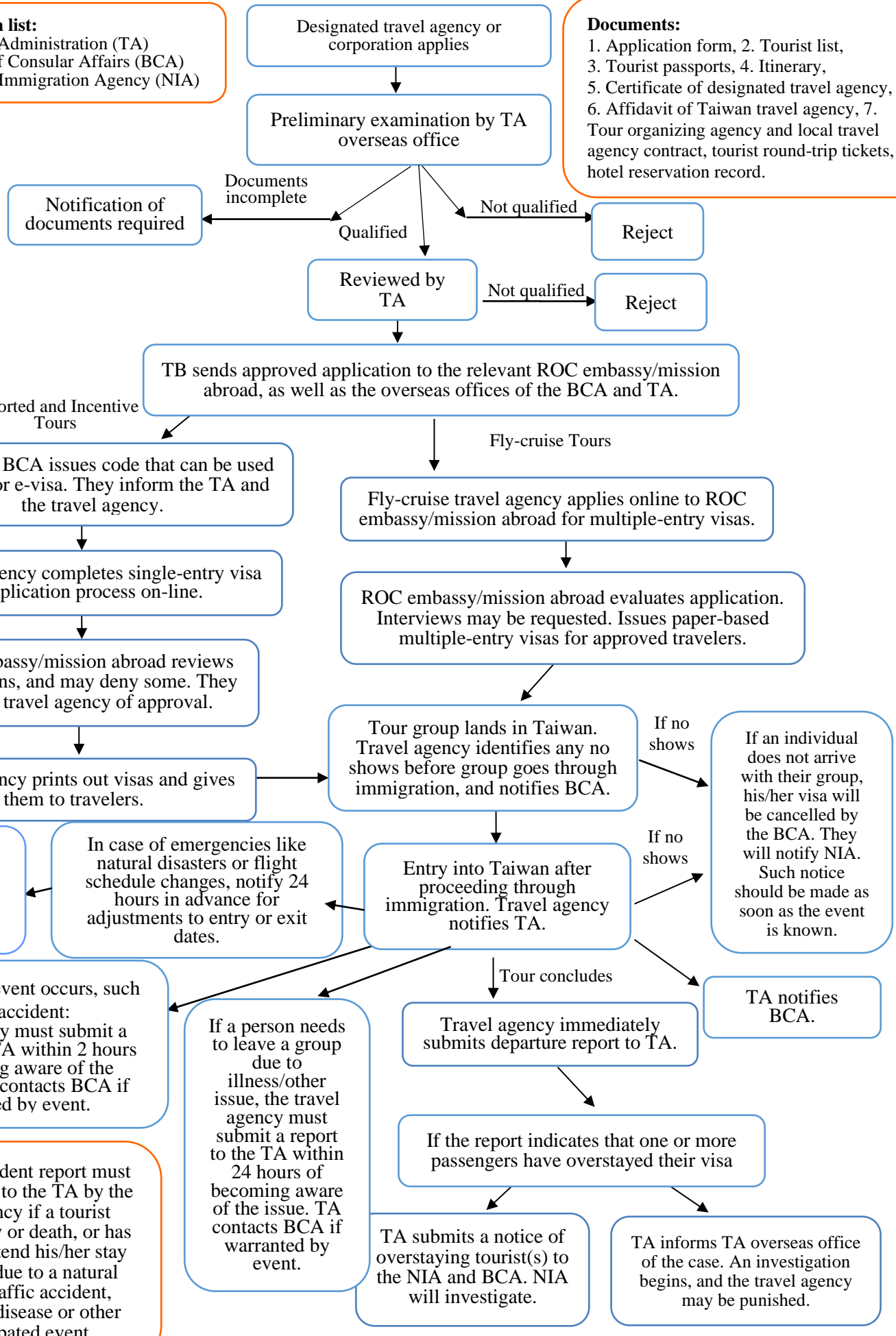
Project for Simplifying Visa Regulations for High-end Group Tourists from Southeast Asian Countries

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.



東南亞國家優質團體旅客來臺觀光簽證 作業規範（觀宏專案）

一、為促進印度、印尼、越南、緬甸、柬埔寨及寮國優質觀光團來臺，特訂定本規範；其作業流程如附件。

二、優質觀光團定義：包含下列五人以上團體。

（一）指定旅行社之套裝旅遊團體（下稱旅行社套裝旅遊團）。

（二）企業贊助之獎勵旅遊團體（下稱企業獎勵旅遊團）。

（三）飛航郵輪團體係指搭乘飛機抵臺，續搭乘國際郵輪來回、再搭飛機返國，或分別搭乘飛機及國際郵輪抵離者（下稱飛航郵輪團）。

前項第一款指定旅行社名單係由交通部觀光署（下稱觀光署）駐外辦事處及各國觀光主管機關等推薦，並經觀光署審核通過。

第一項第二款、第三款團體非由指定旅行社申請者，應附該旅行社設立證明。

三、辦理期間：自中華民國一百零四年十一月一日至一百十五年十二月三十一日止，視辦理成效進行檢討。

四、簽證停留天數：原則發給單次入境、停留期限最長十四天之停留簽證。但參加飛航郵輪團體旅遊者，則核發多次入境、停留期限最長十四天之停留簽證。實際停留期限應以團進團出申請之日期為準。

如旅客所持簽證註記欄位標註之抵臺日期與實際搭機入境日期不符者，或簽證符合入境日期但無領隊陪同確認隨團通行者，或無法出具回程機（船）票文件者，內政部移民署（下稱移民署）應拒絕入境。

五、簽證費用：依外國護照簽證收費標準規定辦理。

六、申請流程與應備文件：

（一）團體類別：

1、旅行社套裝旅遊團：於團體入境七個工作天前，檢具應備文件，向觀光署駐外辦事處申請。

2、企業獎勵旅遊團及飛航郵輪團：獎勵旅遊團及飛航郵輪團請以四十人為單位列冊，團員八十人以下者，於團體入境七個工作天前，檢具應備文件，向觀光署駐外辦事處申請；團員八十一至一百六十人者，應於團體入境八個工作天前申請；團員一百六十一至二百人者，應於團體入境九個工作天前申請；團體二百零一至二百五十人者，應於團體入

境十個工作天前申請；團員二百五十一至四百人者，應於團體入境十一個工作天前申請；團員逾四百人者，專案辦理。

(二) 申請流程：

1、申請套裝旅遊及獎勵旅遊團體如下：

- (1) 由觀光署駐外辦事處初審通過報經觀光署複審通過函轉駐外館處及觀光署駐外辦事處，副知外交部領事事務局（下稱領務局）。
- (2) 觀光署應將團員名單傳送至領務局，由領務局核發電子憑證並通知觀光署及旅行社。
- (3) 旅行社應於收到電子憑證後至領務局網站填寫中華民國簽證申請表（電子簽證）。
- (4) 電子簽證經核准後，應下載列印電子簽證紙本持憑登機及入境我國。

2、申請飛航郵輪團體如下：

- (1) 由觀光署駐外辦事處初審通過報經觀光署複審通過函轉駐外館處及觀光署駐外辦事處，副知領務局。
- (2) 旅行社應先於領務局網站填寫中華民國簽證申請表（紙本簽證），並提供飛航郵輪訂票證明等文件向駐外館處申請多次入境停留簽證。
- (3) 簽證經核准後，應持憑紙本簽證入境我國。

(三) 應備文件

- 1、指定旅行社委託證明（如為獎勵旅遊團體則提供：企業組團證明、企業執照）。
- 2、團員名冊。
- 3、團員護照掃描件（效期應有六個月以上）。
- 4、團體在臺行程。
- 5、國內接待旅行社切結書。
- 6、組團社與接待旅行社合約書、旅客機票訂位紀錄及住宿預訂紀錄或其他佐證資料。

七、通報機制：

- (一) 優質觀光團原則採「團進團出」方式入出我國。實際方式由觀光

署管理之。團員不得脫團自行持優質觀光團簽證來臺。旅行社應要求當地領隊於出境機場集合團員，統一發放電子簽證並辦理登機。旅行社及國內接待旅行社負有通報違常狀況之責任。

- (二) 註銷通報：團體入境前，旅行社獲知原報名團員因故取消、或發現團員有脫逃計畫、或團員變更行程無法全程隨團行動，應透過觀宏專案系統通報觀光署，由觀光署通報領務局。領務局依據觀光署註銷通報表之名單辦理註銷簽證後函知移民署，副知觀光署。
- (三) 入境通報：團體入境後，國內接待旅行社應透過觀宏專案系統通報觀光署，由觀光署彙整未隨團入境之名單通報領務局，副知移民署。如未依規定通報者，觀光署得視情況，暫停受理該指定旅行社之新申請案件。
- (四) 出境通報：國內接待旅行社應檢具團體離境證明，透過觀宏專案系統向觀光署通報。如未依規定通報者，觀光署得視情況，暫停受理該指定旅行社之新申請案件。
- (五) 異常通報：
 - 1、團員遇災害事故、脫團或逾期停留，國內接待旅行社應於事發二小時內透過觀宏專案系統通報觀光署，由觀光署通報領務局及移民署作後續處置。
 - 2、如團員因家中有事需提早返國或遇生病情事，國內接待旅行社應於二十四小時內透過觀宏專案系統通報觀光署，由觀光署通報領務局及移民署作後續處置。
 - 3、如遇天災、氣候或航班調度等突發狀況造成航班異動致入出境日期提前或延後，由旅行社或國內接待旅行社透過觀宏專案系統檢附相關證明文件（如航班取消通知、新訂票紀錄…等）通報觀光署，由觀光署以異常通報處理流程通報領務局及移民署，並由移民署協助入出境事宜。如後續因故取消來臺行程，依第二款註銷通報辦理。

八、保證與管制：

- (一) 指定旅行社發生脫團、逾期停留團員達三人者，觀光署得暫停其送件資格三個月；達六人者，立即除列本專案指定旅行社名單，遭除列者需滿一年後，始得重新獲觀光署駐外辦事處及各國觀光主管機關等推薦，並經觀光署審核合格通過後得重列指定旅行社名單。如違規情

節重大者逕行停權一至三年。

- (二) 團員如逾期未歸，優先由該團員負擔收容及遣返費用，如旅客無法負擔者，國內接待社負連帶責任。
- (三) 指定旅行社經查獲接受非指定旅行社併團或借名者申請本專案者，得立即除列指定名單。
- (四) 國內接待旅行社未如實依時限通報者，滿二次者不得接待觀宏專案團體，遭除列者需滿一年，始得重新接待；違規情節重大者逕行停權一至三年。
- (五) 指定旅行社如發生脫團、逾期停留團員人數累計未達除列基準，如自最後違規日起一年內無違規情事，得於滿一年翌日起歸零計算。
- (六) 指定旅行社發生脫團情事，經檢具積極協尋之佐證資料予觀光署，並經移民署認定確有助於減少查緝作業時間，且無其他違規情事者，得予警告一次，免依第一款規定計算脫團人次；每累積達二次警告者，核計脫團一人次。

九、其他：

- (一) 指定旅行社名單，由觀光署定期檢討。
- (二) 駐外館處受理簽證申請時，得要求面談、補件及拒發簽證。
- (三) 觀光署負責指定旅行社及接待旅行社違規情事之裁決。
- (四) 本專案試辦期間如我國對該國旅客實施免簽入境措施，則自免簽實施日起，停止受理該國觀宏專案案件。

東南亞國家優質團體旅客來臺觀光簽證作業流程

