



## Simplified Application Process - Business Class

# Appendix A - São Paulo

---

### Paying the fees

Consult the Instruction guide or the Fees section of our website to calculate your fees.

#### For payment in Canadian dollars:

Because exchange rates vary, fees must be paid by bank draft, in Canadian dollars, drawn on a bank in Canada, and which will clear there. Make the draft payable to “The Receiver General for Canada”. Write your name and address on the back.

Make sure that you have sent the correct type of bank draft; otherwise, your application will be returned to you. **Do not enclose cash.**

#### For payment in local currency (Reais):

Pay by certified cheque or direct deposit only. For direct deposit, go to any of the HSBC Bank branches in Brazil ([www.hsbc.com.br](http://www.hsbc.com.br)) and make a cash deposit into the following account:

**Consulate General of Canada in Sao Paulo**

Branch number: **1888**

Account number: **00116-05**

You must know the Brazilian real amount to be deposited **before** you go to the bank. Payment must be made before you submit your application. Please retain your deposit slip and include the original with your application.

To learn more about the processing fees, call the visa section at (55-11) 5509-4343, and follow the instructions of the voice message system, which is available at all times.

### Mailing your application

Place all of your documents in a sealed envelope and mail them to:

**Canadian Consulate General  
Visa Section  
Centro Empresarial Nações Unidas - Torre Norte  
Avenida Nações Unidas 12901  
16 andar  
04578-000 São Paulo, SP  
Brazil**

### Your mailing address

It is imperative that you keep our office informed of any changes to your mailing address. Also, please inform us of a change in marital status, birth of a child, change in passport details, etc. You may advise us by letter or fax. Our fax number is (55-11) 5509-4262.