

STEP 1 – Philippines Business Visa Pack

Checklist for Requirements

Please send the following to [GulfVisa's address](#):

- Passport.**
 - must be valid for **more than 6 months beyond exit date**.
 - must have **at least one blank visa page**.
- One passport sized photo.**
 - must be **recently** taken + have a **white** background.
 - must be **signed by applicant** on the front.
- A colour copy of the information page(s) from your passport.**
- A fully completed and signed visa application form.**
 - available on **page 2** to **complete online** and then **print to sign**.
 - must be completed in **BLOCK CAPITALS**.
 - must be **stamped** and **signed by a notary public**, attesting the validity of your signature.
- An original business introduction letter from your UK company.**
 - see **page 4** of this pack for a useful template, showing what information must be included.
- A copy of a recent utility bill showing your name and home address OR a copy of your full UK driving license showing your home address.**
- If you have ever been arrested/convicted of a crime, you must provide an original copy of your standard criminal record certificate.**
 - this must be issued in the UK within the last 6 months.

Additional requirements for multiple entry visa:

- You must provide proof of a previous Philippines visa issued in London (shown on your current or old passport).**

Once completed, please follow STEPS 2 and 3 on the GulfVisa website page [\(click here\)](#)

Address: GulfVisa Ltd, 17 Hanover Square, Mayfair, W1S 1HU, UK



APPLICATION FOR NON-IMMIGRATION VISA

Read the instructions carefully. Your application will not be processed in case of error or non-submission of requirements.

- 1 Name: _____
First Name Middle Name Surname
- 2 Date & Place of Birth: _____
- 3 Age: _____ Sex: Male Female 3a. Email address: _____
- 4 Marital Status: Single Married Widow/er Separated/Divorced 4a. Spouse: _____
- 5 Present Address: _____
- 6 Citizenship: _____ Telephone No.: _____
- 7 Occupation & Employer: _____
- 8 Passport (Country) _____ Number: _____
Place of Issue: _____ Date of Issue: _____ Valid Until: _____
- 9 Purpose of Entry: _____
- 10 Length of Intended Stay in the Philippines: _____
- 11 Expected Date in the Philippines. i) Arrival _____ ii) Departure _____
- 12 Means of Financial Support: _____
- 13 Name & Address of Reference in the Philippines: _____
- 14 Next Destination after the Philippines: _____
- 15 Were you ever refused any kind of VISA, denied admission into or deported at government expense from the Philippines? NO YES, if yes, state circumstances _____
- 16 Have you ever been arrested or convicted for any offense or crime, even though subject of a pardon, amnesty, or other legal action? NO YES, if yes, state circumstances _____
- 17 Have you ever been afflicted with a communicable disease of public health significance, a dangerous physical or mental disorder, or been a drug abuser or addict? NO YES.

I understand that I may only enter the Philippines at a port of entry designated by The Philippine Immigration authorities and with the permission of and under the conditions, including the giving of a bond, imposed by those authorities.

I SOLEMNLY SWEAR that the foregoing statements are true to the best of my knowledge and belief.

PASTE ONE RECENT
PASSPORT
PHOTO
SIGNED ON THE
BOTTOM FRONT

Signature of Applicant

SUBSCRIBED AND SWORN to before me on _____ in the City
of London, England.

Signature of Consular Officer/Notary Public

FOR OFFICIAL USE ONLY:

VISA NO. _____ granted on _____ as non-immigrant under Section 9() of the
Philippine Immigration Act of 1940, as amended, valid until _____.

Fee: _____ Classification _____

O.R. No.: _____ Type of Entry: Single Multiple

Service No.: _____

RECEIVED BY:

Name

Signature

Date

(Please read carefully)

PHILIPPINE VISA INFORMATION

- I. **VISA ISSUANCE:** The granting of Philippine visa is in effect, only a form of pre-entry clearance. Immigration Officers have the authority to grant or deny admission. Visa holders are subject to normal immigration control at the port of entry.
- II. **VALIDITY OF VISA:** The period of validity of a visa indicates the time within which entry into the Philippines may be effected. It does not refer to the length of stay in the Philippines. Please note that for British citizens who are non-immigrant Philippine visa holders, the maximum stay in the Philippines for each entry is fifty-nine (59) days, regardless of number of allowable entries. For those visiting the Philippines for more than fifty-nine (59) days, they are advised to secure an extension of stay with the Bureau of Immigration Office, Magallanes Drive, Port Area, Manila and pay the necessary immigration fees. Travellers who applied for extension of stay will also have to pay the Emigration Clearance Certificate (ECC) and the corresponding Legal Research Fee (LRF) in the total amount of P710.00 at the BI counter at the airport upon their departure.
- III. **UNACCOMPANIED ALIEN MINOR PASSENGERS TRAVELLING TO THE PHILIPPINES:** Non-Filipino travellers below fifteen (15) years old are not permitted entry unless accompanied by parent(s) or joining parent(s) in the Philippines. It is permissible, however, for unaccompanied foreign minor to travel to the Philippines, provided they submit to the Immigration Office at the port of entry the following documents: (1) Affidavit of request and consent for Waiver of Exclusion Ground (WEG) by either parent or legally appointed guardian of the child, naming therein the person who will be accompanying the child to the Philippines and with whom the child will reside in the country, duly authenticated by the Philippine Embassy; (2) Clear photocopy of the data page of the child's passport; (3) Clear photocopy of the data page of the passport of the accompanying adult or guardian; (4) Payment of WEG fees in the amount of P3,120.00 upon arrival at the port of entry.
- IV. **FILING OF VISA APPLICATION:** Application for a temporary visitor's visa should be made in person. In case of a minor below 18 years of age, the application may be made for him/her by any person who, in the opinion of the Consular Officer, is responsible for his/her welfare.

Visa applications are accepted from 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 5:00 p.m. Processed visas can be collected after two (2) working days between 4:00 p.m. and 5:00 p.m.

Applicants who cannot appear in person may send their applications by post. The applications should be **duly notarized** by a Notary Public or Solicitor, who is authorized to legalize signatures. A self-addressed, pre-paid or stamped special delivery envelope must be enclosed for the return of your passports. Please post your application directly to:

Visa Section
The Philippine Embassy
6-8 Suffolk Street
London, SW1Y 4HG

The Philippine Embassy is not responsible for loss of any document in the post.

- V. **REQUIREMENTS FOR HOLDERS OF COLLECTIVE PASSPORTS:** In cases where several persons are included in one (1) passport, a separate application and payment must be made for each person. All persons included in the passport must be properly identified with photograph affixed to the passport. Lack of photograph is sufficient ground for denial of visa.

DOCUMENTARY REQUIREMENTS:

Your application shall not be processed in case of error or omission.

1. One (1) copy of FA Form 2-A (application form). Fill out all headings using CAPITAL LETTERS.
 2. Original Passport (valid for at least six (6) months beyond the intended period of stay in the Philippines) and photocopy of data page of passport;
 3. Proof of financial capability to assure the maintenance of bonafide tourist status during the intended stay in the Philippines; (e.g. latest bank statement with address; employment certificate, or if pensioner, proof that applicant receives pension benefits);
 4. In the case of businessmen, letter from sponsoring firm in the Philippines or in the UK stating purpose of visit. In the case of students, letter from the school stating that student is duly enrolled in the institution;
 5. One (1) photograph signed on the bottom front taken in the last six (6) months;
 6. Other documents that may be required by the Consular Officer (i.e. other proof of address if this is not indicated in the bank statement).
- VI. **PAYMENT OF VISA FEES:** Personal Cheques/credit cards are not accepted. Please make your payments in CASH or BRITISH POSTAL ORDER payable to the Philippine Embassy.

SCHEDULE OF FEES:

Single entry visa valid for three (3) months from date of issue-	£22.00
Multiple entry visa valid for six (6) months from date of issue-	£43.00
Multiple entry visa valid for one (1) year from date of issue-	£65.00

Your UK Company Letterhead

(required to be on company letterhead paper)

The Visa Section,
Philippine Embassy,
6-8 Suffolk Street,
London SW1Y 4HG

<Date>

Dear Sir/Madam,

This letter is to confirm that <UK Company Name> will sponsor <Applicant Full Name from Passport> for a <Single/Multiple> entry Business visa for <Duration of Validity>

<Applicant Name> is working for our company as a <Job Title> and has been employed since <Date>

<Applicant Name> wishes to visit <Name of Company you plan to visit in Philippines> for business discussions on <Date>.

<UK Company Name> will bear all travel expenses and accepts full financial responsibility for <Applicant Name>

Please do not hesitate to contact us if you need any more information.

Yours sincerely,

<Signature>

<Name of applicant's supervisor or the company's HR department or Manager of Department or Company Director>

<Signee Job title>