

ANNEX

‘ANNEX III

List of supporting documents to be submitted by applicants for short stay visas in the Philippines

I. General requirements for all visa applicants¹

1. Proof of the applicant's financial means
 - a) Bank certification, bank books, personal bank statements showing regular income, credit card statements or balance covering the last six months.
 - b) For minors: Proof of parents' or legal guardian's economic means (cf. the above).
2. Proof of travel arrangements
 - Copy of the travel itinerary.
3. Proof of ties in the Philippines
 - a) Proof of social security contributions, if relevant.
 - b) Copy of real estate property – title-deed, if relevant.
 - c) Proof of family ties in the Philippines (e.g. birth certificate of children or marriage certificate). These certificates should be issued by the Philippine Statistics Authority (PSA).
4. Proof of occupation
 - a) If employed:
 - Certificate of employment.
 - Certificate of leave absence.
 - Latest Income Tax Return.
 - b) If self-employed:
 - Proof of company registration issued by the Department of Trade Industry (DTI)/Securities Exchange Commission SEC registration of business.
 - Latest Income Tax Return.
 - Business Financial Statement.
 - c) If pupil or student:
 - Proof of enrolment.
 - Certificate of leave absence if travelling during school year.
5. If travelling with spouse and/or children
 - a) Marriage contract certified by the Philippine Statistics Authority (PSA).
 - b) Birth certificates of children certified by the Philippine Statistics Authority (PSA).
6. Proof of accommodation

¹ For seafarers: see part III.

- Proof of accommodation: confirmation of hotel booking, hotel voucher or letter of promise of accommodation by the host.
- 7. For non-Philippine applicants
 - Copy of Alien Certificate Registration (ACR) valid at least three months beyond the date of departure from the territory of the Member States.
- 8. Minors
 - If travelling alone or with only one parent: written consent of the non-travelling parent/legal guardian or proof of sole custody of the travelling parent or legal guardian.
 - If the name of the father does not appear in the PSA issued birth certificate, no consent is required.
 - Copy of bio data page of parent(s) or legal guardian's passport.
 - Birth certificate certified by the Philippine Statistics Authority (PSA).
 - If travelling alone: Department of Social Welfare and Development (DSWD) clearance.

II. Documents to be submitted depending on the purpose of travel

1. Tourism
 - Detailed day-to-day itinerary of the planned trip.
2. Family or friends visit
 - a) Proof of sponsorship and/or proof of accommodation.
 - b) Proof of relationship, such as birth certificate, marriage certificate or photocopy of the biodata page of the sponsor's passport.
3. Travelling for the purpose of business, cultural or sports event or an official visit
 - a) Certificate from the employer:
 - letter of the Philippine company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc.
 - b) Invitation from the inviting company or organisation:
 - the letter should contain the following information:
 - relevant personal data of the invited person,
 - the invited person's function,
 - length of the visit,
 - purpose of the visit and activity to be undertaken during the stay;
 - who is to cover the cost of the stay; and
 - name and position of the counter signing person.
 - c) Proof of recent business contacts:

- Proof of continued business relation between the two companies (e.g. contracts, invoices), if relevant.
4. Participants in commercial fair, congress, cultural or sports events:
- A personalised letter containing the relevant personal data of the invited person and his/her function and the name, contact details and position of the counter signing person as well as the length and purpose of the visit or activity.
5. Study, research or other types of internship:
- Certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses, or
 - Cover letter from the inviting company.

III. Seafarers

- a) Employment contract
- b) Photocopy of the working contracts of the seafarer in order to board the ship (P.O.E.A. contract)
- c) Seaman's book, if relevant
- d) Invitation letter from the maritime agency of the Member State where the sailor will join the vessel. The signed invitation must carry the agency's seal and include the following data:
 - The seafarer's full name.
 - Place and date of birth, passport number, seaman's book number (if relevant), including the date of issue and period of validity.
 - Date of issue and period of validity of the invitation.
 - The seafarer's position on the vessel (for a group of seafarers this information may be included in a signed list carrying the agency's seal and attached to the invitation letter).
 - Date and airport of entry in the territory of the Member States
 - Name of the vessel.
 - Port of boarding.
 - Duration of the contract.
 - Itinerary that the seafarer will follow to arrive in the Member State of destination.
 - The name and address of the Philippine agency that will submit the visa application and, upon the seafarer's arrival, be in charge of transporting him to the vessel.
- e) If a Philippine maritime agency submits the visa application, a letter of invitation of the Philippine agency that in addition to the entries under d) includes the list of the seafarer(s), and carries the stamp or seal of the local Philippine port authority.'