

REQUIREMENTS AND PROCEDURE FOR APPLICANTS TRAVELING TO THE PHILIPPINES FOR BUSINESS PURPOSES

In view of the current entry restrictions to the country due to the coronavirus pandemic

1. The business applicant's company in the Philippines must first apply for an endorsement from the concerned Philippine government agency indicating that the applicant's presence in the Philippines is necessary.

Examples:

- A sponsoring company in the power supply business may inquire with the Department of Energy;
 - A sponsoring company located in an export processing zone (EPZ) may inquire with PEZA or another agency with oversight over the concerned export processing zone, like CEZA, MEPZA.
2. The concerned PHL government agency will submit the endorsement to the Department of Foreign Affairs (DFA-Manila). At the same time, the agency will advise the applicant's company of the favourable endorsement.
 3. The DFA, upon receipt of the endorsement, will instruct the concerned Philippine Embassy or Consulate to issue the visa for business purposes to the concerned applicant.
 4. The applicant in Germany must submit the following documents to the Embassy, with a cover letter indicating that the visa application is for business purposes and that the PH company has obtained an endorsement for applicant's travel to PH:
 - a) Duly accomplished FA Form No. 2
http://philippine-embassy.de/wp-content/uploads/2020/09/FA-Form-No-2_2020.pdf
 - b) Recent passport size photograph, colored and with white background
 - c) Original machine-readable passport with a minimum validity of six (6) months beyond the intended stay in the Philippines
 - d) Photocopy of passport's data page
 - e) Printed airline booking or itinerary of travel showing proposed dates of arrival to and departure from the Philippines
 - f) Proof of payment for the visa fee, transferred to the following bank details:

Name:	Philippinische Botschaft
IBAN:	DE 83 380 700 590 1950229 00
BIC:	DEUT DE DK380
 - g) Return envelope preferably from DHL (Expresseeasy) or UPS (Standard)
 5. Upon receipt of the applicant's documents and the endorsement from the DFA, the Embassy will issue the visa to the applicant.

Important Reminders:

Visa applicants are strongly advised to finalize their flight booking only when they are in possession of a visa.

Visa processing time is from five (5) to ten (10) working days after the Embassy has received the official authorization from DFA-Manila.

No refund of the visa application fee will be made for any reason, in the event of non-issuance of visa.

If you have further inquiries, you may contact the Embassy through the following:

Email: visa.berlinpe@gmail.com.

Tel No.: +49 (30) 864 950 105