

CHECKLIST OF VISA REQUIREMENTS FOR FOREIGN NATIONALS TRAVELING TO THE PHILIPPINES FOR BUSINESS PURPOSES AND WITH VALID ENTRY EXEMPTION DOCUMENT (EED)

(Please include this checklist sheet when submitting your application and mark the documents you have submitted)

APPLICANT'S NAME
and **CONTACT DETAILS:** _____

The Philippine Embassy will proceed with the processing of an application only when all requirements are complied with. **The consular officer may require additional proof or documents from the applicant depending on circumstances of the application.** For any inquiries or clarification, please send an email to visa@philippine-embassy.de or dial +49 (30) 864 950 105.

BASIC REQUIREMENTS	
<input type="checkbox"/>	DULY ACCOMPLISHED FA FORM NO. 2 WITH ONE RECENT PHOTO ATTACHED http://philippine-embassy.de/wp-content/uploads/2020/09/FA-Form-No-2_2020.pdf
<input type="checkbox"/>	ORIGINAL MACHINE-READABLE PASSPORT with a minimum validity of six (6) months beyond the intended stay in the Philippines and one (1) photocopy of passport's data page
<input type="checkbox"/>	PRINTED AIRLINE BOOKING OR ITINERARY OF TRAVEL showing dates of arrival and departure from the Philippines
<input type="checkbox"/>	*PROOF OF FINANCIAL CAPACITY and/or EMPLOYMENT CERTIFICATE *most recent bank statement and/or if employed, latest three (3) month payroll slip (<i>Lohnabrechnung</i>)
<input type="checkbox"/>	COPY OF ENTRY EXEMPTION DOCUMENT (EED) provided by the requesting company/organization
<input type="checkbox"/>	PROOF OF PAYMENT for the single-entry visa fee of 27,00 Euro transferred to the following bank details: <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Name:</div> <div>Philippinische Botschaft</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">IBAN:</div> <div>DE 83 380 700 590 1950229 00</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">BIC:</div> <div>DEUT DE DK380</div> </div>
NOTE: Visa required nationals have to pay a higher visa fee. Please inquire first before making the deposit.	
<input type="checkbox"/>	RETURN ENVELOPE Prepaid courier envelope or self-addressed envelope with 4,05 Euro postage stamps (<i>Einschreiben</i>)

DFA ENTRY EXEMPTION (EE)-a requirement by the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases to foreign nationals (FNs) who wish to enter the Philippines for business purposes and who seek exemption from the entry restriction currently in place due to the Covid-19 pandemic.

- **The Department of Foreign Affairs does not accept requests directly from foreign nationals or their representatives.**

Foreign nationals (FNs) who wish to enter the Philippines for work or for government projects should inform the sponsoring company/organization to file an EE request with the concerned National Government Agency (NGA).

Philippine based company/organization contracting the service of FN's may file a request with the appropriate NGA that has oversight on the said company or organization:

Sample Purpose of Travel	Possible NGA
Relating to business and investments	DTI Board of Investments
Government projects relating to energy	Department of Energy (DOE)
Banking	Department of Finance (DOF)

The NGA will provide the FN with a tracking number and instructions on how to check the status of the request online.

An EE document is not a visa. FN's must apply of a single entry 9(a) visa at the indicated Philippine Embassy/Consulate upon receipt of the EE document.

Amendments to the request must be coordinated with the endorsing NGA.

Entry Exemption documents are issued under the impression that the travel is urgent and essential. In case travel delays are unavoidable, FN's may re-file the request for entry exemption with the appropriate NGA.

- **Please note of the Embassy's NO REFUND POLICY on fees paid for consular services, both for actual services rendered and applications no longer pursued.**