

No	Documents Required
01	<b>Travellers Details</b> <ul style="list-style-type: none"> <li>• Scan copy of passport front &amp; back page with the validity of 6 months from the date of departure &amp; arrival.</li> <li>• Scan photocopy</li> <li>• Scan copy of Aadhar card</li> </ul>
02	<b>Travel Details</b> <ul style="list-style-type: none"> <li>• Hotel confirmation</li> <li>• Arrival &amp; departure air tickets</li> </ul>
03	<b>If Employed</b> <ul style="list-style-type: none"> <li>• Provide the following company letters on official letterhead, including the applicant's name, designation, and signature of the authorized signatory (Consulate general of Philippines): <ul style="list-style-type: none"> <li>◦ Leave Sanction letter (OR) No Objection Certificate.</li> <li>◦ Payslips of last 3 months.</li> <li>◦ Company Appointment Letter (if the applicant has recently switched the company).</li> <li>◦ 3 years' ITR or Form 16 (Part A &amp; Part B) is required.</li> <li>◦ Personal bank statement should be for the last 6 months with the bank's sign &amp; seal or E-Statement showing healthy balance.</li> </ul> </li> </ul>
04	<b>If Self-employed</b> <ul style="list-style-type: none"> <li>◦ Cover Letter on official business letterhead including the applicant's name, designation, and signature of the authorized signatory. (Consulate general of Philippines)</li> <li>◦ Valid proof of Business Registration Certificate, such as GST certificate, Certificate of Incorporation, Partnership Deed, MOA, etc.</li> <li>◦ For Partners, LLPs, or Directors: Business ITR for the last 3 years is required along with personal ITR</li> <li>◦ For Self-Employed Individuals: 3 years' Personal / Company ITR</li> <li>◦ Personal bank statement should be for the last 6 months with the bank's sign &amp; seal or E-Statement showing healthy balance.</li> </ul>
05	<b>Specific Mandates</b> <ul style="list-style-type: none"> <li>• All documents should be in English. If a document is in any other language, an official translation of the same should be submitted.</li> <li>• Embassy or Consulate may request additional documents or personal interview with the applicant on a case-by-case basis.</li> <li>• If married &amp; name is not stated in passport then required marriage certificate.</li> </ul>
06	<b>Sponsor documents</b> <ul style="list-style-type: none"> <li>• Sponsorship letter from the sponsor stating the applicant's details and particulars for the trip.</li> <li>• Employment proof of the sponsor.</li> <li>• Bank statement of the sponsor of last 6 months.</li> <li>• ITR of last three years</li> <li>• Government ID proof (Passport, Driving license, PAN card) of the sponsor if the sponsor is from India.</li> <li>• If the sponsor is from Australia, then a passport/driving license copy of the sponsor.</li> </ul>
07	<b>Staying with friends and family</b> <ul style="list-style-type: none"> <li>• Invitation letter from the invitee.</li> <li>• Visa Copy or Resident Permit along with the ID/Passport of the inviting person.</li> <li>• Address proof of the Invitor with the permanent address and contact number of the inviting person.</li> </ul>

## KINDLY CONSIDER THE FOLLOWING INFORMATION AS IMPORTANT BEFORE APPLYING FOR VISA:

- Visa fees & Service Charge are non refundable against any refusal or cancellation.
- Visa grant or refusal is at the sole discretion of the embassy.
- Visa processing time is decided by the Foreign Missions.



**For more info contact:**  
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