

CANADA ASSISTANCE

(1-2 month or more processing time)

NO. OF APPLICANTS	RATE PER PERSON
4 applicants and above	PHP 12,999
2-3 applicants	PHP 13,499
Single applicant	PHP 13,999
INCLUSIONS	EXCLUSIONS
• Visa Consultancy • Visa Application Fee • Biometrics Fee at VFS Canada • Flight/Hotel Reservations • Travel Itinerary • Submission to the Liaison Officer for Final Checking (before submission to the Visa Center) • Collection from the Embassy	• Courier or delivery fee of documents for submission (Php 300) • Return of the passport [applicant may choose to pick up at the office or have it delivered to their home address] ➤ Pick up at the office (Php 300) ➤ Home delivery (the courier fee shall be shouldered by the applicant)
STEPS IN CANADA VISA PROCESSING	
(with PERSONAL APPEARANCE for biometrics & application submission)	
STEP 1: ASSESSMENT	Read and sign our Data Privacy Agreement & Visa Waiver, then email it together with the accomplished Questionnaire for Free Assessment. This will allow us to evaluate your chances of approval. Kindly send these to our Visa Department by sending a message through: ➤ Facebook: @HMGCTWebjetMolino/@HMGCLasPiñas
STEP 2: PAYMENT	After the assessment, and should you wish to proceed with the application, our Visa team will then provide your invoice. Proceed to settle, then send your proof of payment.
STEP 3: ENDORSEMENT & PROCESSING	The Visa Team will endorse you to the next available Visa Consultant, who will verify your payment before processing your application.

LIST OF REQUIREMENTS

All original (if applicable) and hard copy documents must be submitted to the HMGC Travel & Tours Office

APPLICANT'S PRIMARY REQUIREMENTS

- ☐ Duly accomplished [QUESTIONNAIRE](#)
- ☐ Accomplished [FAMILY INFORMATION SHEET](#)
- ☐ If applying with a minor or a dependent:
 - Accomplished [USE OF A FAMILY MEMBER REPRESENTATIVE FORM](#)
- ☐ Valid **PHILIPPINE PASSPORT** with at least 6 months validity (make sure page 3 is signed)
- ☐ **OLD PASSPORT** with passport stamps, a valid visa, and an expired visa from the past 10 years
- ☐ 2 pcs **PASSPORT-SIZE PHOTO** (4.5cm x 3.5cm)
 - Must be taken from a photo studio and should have a white background
 - The photographs must show the full front view of the head, with the face in the middle of the photograph, and include the top of the shoulders.
- ☐ New authenticated **PSA BIRTH CERTIFICATE**
- ☐ **FOR MARRIED APPLICANT:** New authenticated **PSA MARRIAGE CERTIFICATE**
- ☐ **FOR WIDOWED APPLICANT:** New authenticated **SPOUSE'S DEATH CERTIFICATE**
- ☐ **RESERVED DOCUMENTS** (FLIGHT ITINERARY, HOTEL VOUCHER & TRAVEL ITINERARY - *to be provided by HMGC Travel and Tours*)

APPLICANT'S FINANCIAL REQUIREMENTS

- ☐ Original **BANK CERTIFICATE** with receipt from the Bank
 - Ideal current balance is PHP 250,000, and ideal Average Daily Balance of PHP 100,000
 - Must include the type of account, opening date, average daily balance, and current balance
 - **Must be addressed to the Embassy Address** (please refer to page 6).
 - **Must be issued within 30 days upon submission** (or the same month of the biometrics schedule)
- ☐ Original **BANK STATEMENT** for the past four (4) months
 - Must demonstrate stable and credible cash flow
 - **Must be issued within 30 days upon submission** (or the same month of the biometrics schedule)

ADDITIONAL REQUIREMENT SHOWING TIES HERE IN THE PHILIPPINES

(OPTIONAL BUT HIGHLY RECOMMENDED)

- ☐ Photocopy of **LAND TITLE**
- ☐ Photocopy of **VEHICLE OWNERSHIP (OR & CR)**
- ☐ Photocopy of **INVESTMENT, INSURANCE POLICIES, TIME DEPOSIT, CREDIT CARD STATEMENT, ETC** (if any)

ADDITIONAL REQUIREMENT/S IF THE APPLICANT IS EMPLOYED

- ☐ Original **EMPLOYMENT CERTIFICATE** with wet signature. It must have the following details:
 - Applicant's Position, Date Hired, Compensation, Office Address, Office Landline Number or Cellphone Number, Office Email Address
 - **Must be issued within 30 days upon submission** (or the same month of the biometrics schedule)
- ☐ Photocopy of **COMPANY ID**
- ☐ Photocopy of **INCOME TAX RETURN (FORM 2316)**
 - If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR

ADDITIONAL REQUIREMENTS IF APPLICANT IS SELF-EMPLOYED / BUSINESS OWNER / CORPORATION

- ☐ Photocopy of **DTI "Certificate of Business Name"** or Securities and Exchange Commission (**SEC**), complete pages of Articles of Incorporation
- ☐ Photocopy of the **MAYOR'S PERMIT** from the City Hall
- ☐ Photocopy of the **BIR COMPANY REGISTRATION (2303)**
- ☐ Photocopy of **ITR 1702-RT or ITR 1701**
 - If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR

ADDITIONAL REQUIREMENT IF APPLICANT IS A PROFESSIONAL

- ☐ Photocopy of **PRC or IBP CARD**

ADDITIONAL REQUIREMENT/S IF APPLICANT IS A STUDENT

- ☐ Photocopy of **SCHOOL ID**
- ☐ Original **CERTIFICATE OF ENROLLMENT** in School

ADDITIONAL REQUIREMENT/S IF APPLICANT IS A SENIOR CITIZEN / RETIRED

- ☐ Photocopy of **SENIOR CITIZEN ID**

- ☐ Photocopy of **CERTIFICATE OF RETIREMENT** (if applicable)
- ☐ Photocopy of **PENSION BANK CERTIFICATE AND STATEMENT** (3 months - if any)

ADDITIONAL REQUIREMENTS IF VISITING FAMILY / FRIEND

- ☐ **INVITATION LETTER** from Family/Friend
 - Must indicate the following information:
 - Applicant's full name, date of birth, complete address, purposes of the trip, relationship to the Inviter, duration of stay, and where to stay
 - Inviter's full name, date of birth, complete address and telephone number, job title, and citizenship status
- ☐ **PROOF OF RELATIONSHIP** of the Applicant and Sponsor (PSA Birth Certificates or PSA Marriage Certificate, or pictures together)
- ☐ Photocopy of **PASSPORT BIOPAGE** of Family/Friend
- ☐ Photocopy of **PERMANENT RESIDENT CARD** of Family/Friend (if applicable)
- ☐ **GUARANTEE LETTER** from a Family/Friend who will provide you with your accommodation

IF APPLICANT IS SPONSORED, ADDITIONAL REQUIREMENT OF THE SPONSOR

- ☐ Original Copy of **NOTARIZED AFFIDAVIT OF SUPPORT AND GUARANTEE LETTER**
- ☐ **PROOF OF RELATIONSHIP** of the Applicant and Sponsor (PSA Birth Certificates or PSA Marriage Certificate, or pictures together)
- ☐ **FINANCIAL REQUIREMENTS** of the Sponsor
 - Original **BANK CERTIFICATE** with receipt from the Bank
 - Must include the type of account, opening date, average daily balance, and current balance
 - **Must be addressed to the Embassy Address** (please refer to page 5).
 - **Must be issued within 30 days upon submission** (or the same month of the biometrics schedule)
 - Original **BANK STATEMENT** for the past **4 MONTHS**
 - Must demonstrate a stable and credible cash flow
 - **Must be issued within 30 days upon submission** (or the same month of the biometrics schedule)
- ☐ If the Sponsor is **EMPLOYED**:
 - Original **EMPLOYMENT CERTIFICATE** with wet signature. It must have the following details:
 - Applicant's Position, Date Hired, Compensation, Office Address, Office Landline Number or Cellphone Number, Office Email Address

- **Must be issued within 30 days upon submission (or the same month of the biometrics schedule)**
- Photocopy of **COMPANY ID**
- Photocopy of **INCOME TAX RETURN (FORM 2316)**
 - If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR
- ☐ If the Sponsor is a **BUSINESSMAN (Self-employed)**:
 - Photocopy of **DTI** "Certificate of Business Name" or Securities and Exchange Commission (**SEC**), complete pages of Articles of Incorporation
 - Photocopy of the **MAYOR'S PERMIT** from the City Hall
 - Photocopy of the **BIR COMPANY REGISTRATION (2303)**
 - Photocopy of **ITR 1702-RT or ITR 1701**
 - If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR

ADDITIONAL REQUIREMENTS IF SPONSORED BY COMPANY/ORGANIZATION

- ☐ Original of **NOTARIZED AFFIDAVIT OF SUPPORT AND GUARANTEE LETTER**
- ☐ Photocopy of **DTI** "Certificate of Business Name" or Securities and Exchange Commission (**SEC**), complete pages of Articles of Incorporation
- ☐ Photocopy of the **MAYOR'S PERMIT** from the City Hall
- ☐ Photocopy of the **BIR COMPANY REGISTRATION (2303)**
- ☐ Photocopy of **ITR 1702-RT or ITR 1701**
 - If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR
- ☐ Photocopy of Company **FINANCIAL DOCUMENTS**:
 - Original **BANK CERTIFICATE** with receipt from the Bank
 - Must include the type of account, opening date, average daily balance, and current balance
 - **Must be addressed to the Embassy Address (please refer to page 5).**
 - **Must be issued within 30 days upon submission (or the same month of the biometrics schedule)**
 - Original **BANK STATEMENT** for the past **4 MONTHS**
 - Must demonstrate a stable and credible cash flow
 - **Must be issued within 30 days upon submission (or the same month of the biometrics schedule)**
- ☐ Photocopy of **ITR 1702-RT or ITR 1701**
 - If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR
- ☐ Other **SUPPORTING DOCUMENTS**

EMBASSY ADDRESS:

Embassy of Canada in the Philippines

Address: RCBC Plaza Tower 2, 6th-8th Floor, 6819 Ayala Ave, Makati, 1227 Metro Manila

NOTICE

- ❖ All documents must be in A4 size only, without staples or pasted pages.
- ❖ **All photocopies and printouts of personal documents are the sole responsibility of the applicant.**
- ❖ Photocopies of used Visas or entry stamps will not be accepted in lieu of the original passport.
- ❖ The applicant is responsible for ensuring compliance with all visa requirements. Submission of additional supporting documents is encouraged.
- ❖ Submission of requirements does not guarantee visa issuance.
- ❖ Any fake or tampered documents will result in visa refusal.
- ❖ Withdrawal or pull-out of passports and/or applications is strictly prohibited.
- ❖ Submitted documents will not be returned.
- ❖ Non-compliance with requirements may result in termination of the application.

TERMS AND CONDITIONS

- ❖ Visa approval is solely at the discretion of the Embassy. Approval is not guaranteed.
- ❖ It is encouraged to apply at least four (4) months prior to your intended travel date
- ❖ If the applicant decides not to proceed with the application after payment has been made and processing has begun, only 50% of the total payment will be refundable.
- ❖ For denied application(s); no refunds for the Visa Assistance Fee, and you can re-apply after 6 months
- ❖ Confirmed airline tickets and hotel accommodations are not required; HMGC Travel & Tours bears no responsibility for any costs incurred due to delays or visa denial.