

NEW ZEALAND E-VISA ASSISTANCE

(15-20 Working Days)

NO. OF APPLICANTS	RATE PER PERSON
4 applicants and above	PHP 7,999
2-3 applicants	PHP 8,499
Single applicant	PHP 8,999
INCLUSIONS	
• Visa Consultancy • Int'l Visitor Conservation and Tourism Levy Fee (NZ\$100) • Flight Reservations • Hotel Reservations • Travel Itinerary • Application Cover Letter • Online Submission of Application to the Embassy	
STEPS IN NEW ZEALAND E-VISA PROCESSING	
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: @HMGCWebjetMolino/@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.
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LIST OF REQUIREMENTS

(All documents need to be scanned and sent to email/upload to own GDrive folder – hard copies for Final Checking ONLY)

APPLICANT'S PRIMARY REQUIREMENTS

- ☐ Duly accomplished [QUESTIONNAIRE](#)
- ☐ Original **PASSPORT** with at least 6 months validity (make sure page 3 is signed)
- ☐ Scanned Copy of the valid **PASSPORT'S BIOPAGE** (page 2)
- ☐ Scanned Copy of **CURRENT** and **OLD PASSPORT/S TRAVEL STAMPS** to non-visa countries, previous and valid visas to the following countries: USA, Canada, UK, Schengen, Japan, Australia, South Korea, etc.
- ☐ Softcopy of the **PASSPORT-SIZED PHOTO** (3.5 x 4.5cm)
 - ☑️ Must be taken within 6 months of the date of application and taken from a photo studio
 - ☑️ Photo must be formal (no smiling) and do not wear a white shirt/polo shirt (must be colored)
- ☐ Scanned copy of **PSA BIRTH CERTIFICATE**
- ☐ **FOR MARRIED APPLICANT:** Scanned copy of **PSA MARRIAGE CERTIFICATE**
- ☐ **FOR WIDOWED APPLICANT:** Scanned copy of **SPOUSE'S DEATH CERTIFICATE**
- ☐ **RESERVED DOCUMENTS** (FLIGHT ITINERARY, HOTEL VOUCHER & TRAVEL ITINERARY - *to be provided by HMGC Travel and Tours*)

APPLICANT'S FINANCIAL REQUIREMENTS

(applicable to ALL APPLICANTS 18y/o and above)

- ☐ Scanned copy of **BANK CERTIFICATE**
 - Ideal current balance is PHP 250,000, and ADB is PHP 200,000
 - Must include the type of account, opening date, average daily balance, and current balance
 - **Must be issued within 30 days upon submission**
- ☐ Scanned copy of **BANK STATEMENT** for the past **3 MONTHS**
 - Must demonstrate a stable and credible cash flow
 - **Must be issued within 30 days prior to your appointment**

ADDITIONAL REQUIREMENT SHOWING TIES HERE IN THE PHILIPPINES

(OPTIONAL BUT HIGHLY RECOMMENDED)

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

ADDITIONAL REQUIREMENT/S IF THE APPLICANT IS EMPLOYED

- ☐ Scanned copy of **EMPLOYMENT CERTIFICATE** with a wet signature, otherwise stated as system-generated. 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 prior to your appointment**
- ☐ Scanned copy of **COMPANY ID**
- ☐ Scanned copy of **PAYSLIPS** from the last six (6) months
- ☐ Scanned copy 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

- ☐ Scanned copy of **DTI** "Certificate of Business Name" or Securities and Exchange Commission (**SEC**), complete pages of Articles of Incorporation
- ☐ Scanned copy of the **MAYOR'S PERMIT** from the City Hall
- ☐ Scanned copy of the **BIR COMPANY REGISTRATION (2303)**
- ☐ Scanned copy of the latest audited **FINANCIAL STATEMENT**
- ☐ Scanned copy 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

- ☐ Scanned copy of **PRC or IBP CARD**

ADDITIONAL REQUIREMENT/S IF APPLICANT IS A STUDENT

- ☐ Scanned copy of **SCHOOL ID**
- ☐ Scanned copy of **CERTIFICATE OF ENROLLMENT** in School
- ☐ Scanned copy of **SCHOOL CALENDAR**

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

- ☐ Scanned copy of **SENIOR CITIZEN ID** and **CERTIFICATE OF RETIREMENT** (if applicable)
- ☐ Scanned copy of **PENSION BANK CERTIFICATE AND STATEMENT** (6 months - if any)

ADDITIONAL REQUIREMENTS IF VISITING FAMILY / FRIEND

- ☐ Scanned copy of **PASSPORT COPY** of the Family / Friend
- ☐ Scanned copy of **PROOF OF RELATIONSHIP** of the Applicant and Sponsor (PSA Birth Certificates or PSA Marriage Certificate, or pictures together)
- ☐ Scanned copy of **INVITATION LETTER** from the Family / Friend
- ☐ Scanned copy of **GUARANTEE LETTER** from the Family / Friend who will provide you with your accommodation

IF APPLICANT IS SPONSORED, ADDITIONAL REQUIREMENT OF THE SPONSOR

- ☐ Scanned copy of **NOTARIZED AFFIDAVIT OF SUPPORT AND GUARANTEE LETTER**
- ☐ Scanned copy of **PROOF OF RELATIONSHIP** of the Applicant and Sponsor (PSA Birth Certificates or PSA Marriage Certificate, or pictures together)
- ☐ **FINANCIAL REQUIREMENTS** of the Sponsor:
 - Scanned copy of **BANK CERTIFICATE**
 - Must include the type of account, opening date, average daily balance, and current balance
 - **Must be issued within 30 days upon submission**
 - Scanned copy of **BANK STATEMENT** for the past **3 MONTHS**
 - Must demonstrate a stable and credible cash flow
 - **Must be issued within 30 days prior to your appointment**
- ☐ If the Sponsor is **EMPLOYED**:
 - Scanned copy of **EMPLOYMENT CERTIFICATE** with a wet signature, otherwise stated as system-generated. 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 prior to your appointment**
 - Scanned copy of **COMPANY ID**
 - Scanned copy of **PAYSLIPS** from the last six (6) months
 - Scanned copy 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)**:

- Scanned copy of **DTI** "Certificate of Business Name" or Securities and Exchange Commission (**SEC**), complete pages of Articles of Incorporation
- Scanned copy of the **MAYOR'S PERMIT** from the City Hall must be submitted
- Scanned copy of the **BIR COMPANY REGISTRATION (2303)**
- Scanned copy of the latest audited **FINANCIAL STATEMENT**
- Scanned copy 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

- ☐ Scanned copy of **NOTARIZED AFFIDAVIT OF SUPPORT AND GUARANTEE LETTER**
- ☐ Scanned copy of **DTI** "Certificate of Business Name" or Securities and Exchange Commission (**SEC**), complete pages of Articles of Incorporation
- ☐ Scanned copy of the **MAYOR'S PERMIT** from the City Hall must be submitted, and the **BIR COMPANY REGISTRATION (2303)**
- ☐ Scanned copy of Company **FINANCIAL DOCUMENTS**
 - Scanned copy of **BANK CERTIFICATE**
 - Must include the type of account, opening date, average daily balance, and current balance
 - **Must be issued within 30 days upon submission**
 - Scanned copy of **BANK STATEMENT** for the past **3 MONTHS**
 - Must demonstrate a stable and credible cash flow
 - **Must be issued within 30 days prior to your appointment**
- ☐ Scanned copy of **ITR 1702-RT or ITR 1701**
 - If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR.
- ☐ Other **SUPPORTING DOCUMENTS**

VISA APPLICATION CENTER

Embassy of New Zealand in the Philippines

Address: Zuellig Building, 35th Floor PH, Makati Avenue, Paseo de Roxas, Makati, 1225 Metro Manila

NOTICE

- ❖ 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.
- ❖ 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.
- ❖ We strongly suggest applying at least 2 months prior to the planned travel date.
- ❖ For a denied application, you can reapply after 6 months.
- ❖ No refunds for the Visa Assistance Fee.
- ❖ We do not require any confirmed Airline Ticket and Hotel Accommodation for every visa application; thus, in any case of delayed results and/or refusal of application, HMGC Travel & Tours shall not be held liable for the costs of airline ticket/s and hotel accommodation/s.