

UK VISA ASSISTANCE

(15-20 working days)

NO. OF APPLICANTS	RATE PER PERSON
4 applicants and above	PHP 15,499
2 - 3 applicants	PHP 15,999
Single applicant	PHP 16,499
INCLUSIONS	EXCLUSIONS
• Visa Consultancy • Appointment Scheduling (Manila only) • UK Visa Fee & Visa Application Center Fee • Accomplished Application Visa Form • Flight and Hotel Reservations • Application Cover Letter • Travel Itinerary	• Appointment Scheduling in Cebu - Php 5,750/applicant • Courier Fee - Php 953/applicant • Super Priority Visa Processing - Php 78,500/applicant • Priority Visa Processing - Php 39,250/applicant • Keep My Passport While Applying - Php 6,599/applicant • Scanning of documents - Php 20/page Note: Price may change without prior notice
STEPS IN UK 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.
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LIST OF REQUIREMENTS

(All documents need to be scanned and sent to email/upload to own GDrive folder ONLY – no need for hard copy)

APPLICANT'S PRIMARY REQUIREMENTS

- ☐ Duly accomplished [QUESTIONNAIRE](#)
- ☐ Original **PASSPORT** with at least 6 months validity (make sure page 3 is signed)
- ☐ Scanned copy of a 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, Schengen, Japan, Australia, New Zealand, South Korea, etc.
- ☐ 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

- ☐ Scanned copy of **BANK CERTIFICATE** with OR from the Bank
 - Ideal current balance is PHP 350,000, and ADB is PHP 200,000
 - Must include the type of account, opening date, average daily balance, and current balance
 - Must be a commercial bank
 - Must be addressed to the Embassy where you are applying
 - **Must be issued within 20 days prior to your appointment**
- ☐ Scanned copy of **BANK STATEMENT** for the past **6 MONTHS**
 - Online banking is okay

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. 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 20 days prior to your appointment**
- ☐ Scanned copy of **COMPANY ID**
- ☐ Scanned copy of Approved **LEAVE OF ABSENCE**
- ☐ Scanned copy of **INCOME TAX RETURN (FORM 2316)**
 - If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR
- ☐ Scanned copy of **PAYSLIP** from the last 6 months

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**
- ☐ Scanned copy of **APPROVED LEAVE OF ABSENCE**, if travelling within the School Year

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)
- ☐ Scanned copy of **FINANCIAL REQUIREMENTS** of the Sponsor
 - Scanned copy of **BANK CERTIFICATE** with OR from the Bank
 - Ideal current balance is PHP 350,000, and ADB is PHP 200,000
 - Must include the type of account, opening date, average daily balance, and current balance
 - Must be a commercial bank
 - Must be addressed to the Embassy where you are applying
 - **Must be issued within 20 days prior to your appointment**
 - Scanned copy of **BANK STATEMENT** for the past **6 MONTHS**
 - Online banking is okay
- ☐ If the Sponsor is **EMPLOYED**:
 - Scanned copy of **EMPLOYMENT CERTIFICATE** with a 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 20 days prior to your appointment**
 - Scanned copy of **COMPANY ID**
 - Scanned copy of Approved **LEAVE OF ABSENCE**
 - Scanned copy of **INCOME TAX RETURN (FORM 2316)**

- If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR
 - Scanned copy of **PAYSLIP** from the last 6 months
- ☐ 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
 - 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
- ☐ 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
- ☐ 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 20 days prior to your appointment**
 - Scanned copy of **BANK STATEMENT** for the past **6 MONTHS**
 - Must demonstrate a stable and credible cash flow
 - **Must be issued within 20 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**

EMBASSY ADDRESS

Embassy of the United Kingdom in Manila
Address: 120 Upper McKinley HI, Taguig, 1630 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.
- ❖ Visa processing is 15 to 20 working days; however, HMGC Travel and Tours does not have any control over the processing and evaluation of the embassy, thus we shall not be liable if results are not released within the given time frame.
- ❖ 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.