

# CHINA VISA ASSISTANCE

## “NEW APPLICATION”

(7-10 working days)

TYPE OF VISA	RATE PER PERSON BASED ON CITIZENSHIP						
	PH	USA	CANADA	ISRAELI	ARGENTINA	BRAZIL	ALL OTHERS
Single Entry	PHP 5,999						PHP 6,249
Double Entry	PHP 6,999						PHP 7,349
Multiple Entry (6 months validity)	PHP 8,499	PHP 12,999	PHP 7,999	PHP 5,999	PHP 10,499	PHP 10,199	PHP 8,849
Multiple Entry (1 year validity)	PHP 9,499						PHP 10,199
	Non - appearance	WITH PERSONAL APPEARANCE AT THE VISA CENTER					

**IMPORTANT NOTE:**

- SINGLE ENTRY:** Applicable to all **1st-time applicants**
- Double Entry:** Applicable only if the applicant has at least **1 previous China Visa**
- Multiple Entry:** Applicable only if the applicant has at least **3 previous China Visas**

**NOTE:** All visa results are not guaranteed. All results are solely at the discretion of the embassy

INCLUSIONS	EXCLUSIONS
<ul style="list-style-type: none"> <li>• Visa Consultancy</li> <li>• Online Application Form Facilitation</li> <li>• Visa Fee</li> <li>• Submission to the Liaison Officer for Final Checking (before submission to the Visa Center)</li> <li>• Collection from the Embassy</li> </ul>	<ul style="list-style-type: none"> <li>• Courier or delivery fee of documents for submission (Php 300)</li> <li>• Return of the passport [applicant may choose to pick up at the office or have it delivered to their home address] <ul style="list-style-type: none"> <li>➤ <b>Pick up at the office</b> (Php 300)</li> <li>➤ <b>Home delivery</b> (the courier fee shall be shouldered by the applicant)</li> </ul> </li> </ul>

### STEPS IN CHINA VISA PROCESSING

<b>STEP 1: ASSESSMENT</b>	Read and sign our <a href="#">Data Privacy Agreement &amp; Visa Waiver</a> , then email it together with the accomplished <a href="#">Questionnaire</a> 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: <a href="#">@HMGCWebjetMolino/@HMGCLasPiñas</a>
<b>STEP 2: PAYMENT</b>	After the assessment, if you wish to proceed with the application, our Visa team will provide you with an invoice. Proceed to settle, then send your proof of payment.
<b>STEP 3: ENDORSEMENT &amp; PROCESSING</b>	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**
- 2 pcs colored **CHINESE VISA PHOTO** (size must be 48mm x 33mm) with a white background, full-face front view, without head covering (original and soft copies are required to submit)
  - must be glued on the application form. **STAPLED and SCANNED pictures will not be accepted.**
- Valid **PHILIPPINE PASSPORT**
  - Must be valid for at least another 6 months with at least one blank visa page, a photocopy of the passport's information/photo page, and an emergency contact page (A must be filled out).
- OLD PASSPORT/S**
  - If you have previously obtained a Chinese visa, you should submit a photocopy of the visa. If the visa is still in your old passport, you must also submit the original old passport.
    - NOTE: If a new passport only and the old passport is lost, a letter of explanation is required**
    - NOTE: A Broken passport is NOT accepted.**
- Photocopy 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.
- The **LATEST DEPARTURE AND ARRIVAL STAMPS** from the previous flight  
If you cannot provide:
  - **LATEST E-TRAVEL** must be submitted
- PSA BIRTH CERTIFICATE**
- PSA MARRIAGE CERTIFICATE, if married.**
  - NOTE: Original PSA Birth Certificate or Marriage Certificate is only required if traveling with family members as proof of relationship. NSO-issued documents are not accepted by the Embassy.**
- If a **FOREIGN PASSPORT HOLDER**
  - Colored Photocopy of **ALIEN CARD** or **PH PERMANENT RESIDENT CARD**

### APPLICANT'S FINANCIAL REQUIREMENTS

- Original **BANK CERTIFICATE** (Must include the ff. details):
  - Type of Account (Savings/Current Account only)
  - Account number
  - Account opening date

- Average Daily Balance and to-date/current balance with not less than Php 100,000.
- Attached the original Official Receipt / Debit Memo / Certification of Waived Fee
- Minimum Php 100,000.00 /person (18 years old and above), in addition to the Bank Certificate, submit the following supporting documents:

**[Supporting documents should have the same Bank Account number as the Bank Certificate and should match all the information stated in the Bank Certificate.]**

- Should be addressed to:
  - o Chinese Embassy, Manila
  - o **Address:** Embassy of the People's Republic of China, 2nd Floor, the World Center  
330 Sen Gil J. Puyat Avenue, Makati City, Metro Manila

- Original **6 MONTHS' BANK STATEMENT** with Official Receipt (OR) from the bank.

#### ADDITIONAL REQUIREMENT/S IF THE APPLICANT IS EMPLOYED

- Original **EMPLOYMENT CERTIFICATE** with a wet signature, otherwise stated as system-generated. (1 MONTH ONLY). It must have the following details:
  - Detailing the salary
  - Job position
  - Length of employment
  - Date hired
- Photocopy of **COMPANY ID**
- Photocopy of **INCOME TAX RETURN (FORM 2316)**
  - **NO ITR**, please provide a duly signed **LETTER OF EXPLANATION** about the reason for non-submission

#### ADDITIONAL REQUIREMENT/S IF APPLICANT IS A BUSINESS OWNER

- 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**
  - **NO ITR**, please provide a duly signed **LETTER OF EXPLANATION** about the reason for non-submission

#### 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

- Photocopy of **SENIOR CITIZEN ID** and **CERTIFICATE OF RETIREMENT** (if applicable)

#### IF APPLICANT IS SPONSORED, ADDITIONAL REQUIREMENT OF THE SPONSOR

**(applicable for Family Members or Employers only)**

- A duly signed **SUPPORT AND GUARANTEE LETTER**
- PROOF OF RELATIONSHIP** of the Applicant and Sponsor (PSA Birth Certificates or PSA Marriage Certificate)
- FINANCIAL REQUIREMENTS** of the Sponsor
  - Original **PERSONAL BANK CERTIFICATE** (Must include the ff. details):
    - Type of Account (Savings/Current Account only)
    - Account number
    - Account opening date
    - Average Daily Balance and to-date/current balance with not less than Php 100,000.
    - Attached the original Official Receipt / Debit Memo / Certification of Waived Fee
    - Minimum Php 100,000.00/person (18 years old and above)
  - ☑ Should be addressed to:
    - Chinese Embassy, Manila
    - **Address:** Embassy of the People's Republic of China, 2nd Floor, the World Center  
330 Sen Gil J. Puyat Avenue, Makati City, Metro Manila
  - Original **6 MONTHS' BANK STATEMENT** with receipt from the bank.
- If the Sponsor is **EMPLOYED:**
  - Original **EMPLOYMENT CERTIFICATE**
  - Photocopy of **COMPANY ID**
  - Photocopy of **INCOME TAX RETURN (FORM 2316)**
    - **NO ITR**, please provide a duly signed **LETTER OF EXPLANATION** about the reason for non-submission
- 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 must be submitted, and the **BIR COMPANY REGISTRATION (2303)**
  - Photocopy of **ITR 1702-RT** or **ITR 1701**

- **NO ITR**, please provide a duly signed **LETTER OF EXPLANATION** about the reason for non-submission

#### ADDITIONAL REQUIREMENT IF APPLYING FOR BUSINESS CATEGORY

- Invitation Letter from China
  - Must be stamped by the inviting company
  - Must have an English translation
  - Must indicate the full name, date of birth, passport number, company name, and position of the applicant
  - Must indicate the exact travel dates when the Applicant will visit China, and must be the same as those encoded in the Application Form

#### ADDITIONAL REQUIREMENT IF APPLYING FOR TOURIST CATEGORY

**(additional PHP 800/applicant if you want HMGC Travel & Tours to provide this)**

- Ticket Reservations
- Hotel Reservations
- Travel Itinerary

#### IMPORTANT NOTE:

- ❖ Express/Rush filing service is not available for 1st time Tourist Visa applicants and Business Type of Visa
- ❖ We require an additional 3-5 working days as we need to encode the visa application documents and schedule transport from/to the Chinese Visa Application Center.

#### EMBASSY ADDRESS

**Embassy of China in the Philippines**

**Address: Embassy of the People's Republic of China, 2nd Floor, the World Center, 330 Sen Gil J. Puyat Avenue, Makati City, 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.
- ❖ **Any absence of required documents must be explained in a formal explanation letter, duly signed by the applicant, and will be subject to the Embassy's review, evaluation, and final discretion.**
- ❖ Reasons for visa denial will not be disclosed under any circumstances.

## TERMS AND CONDITIONS

- ❖ Visa approval is strictly at the discretion of the Embassy; approval is not guaranteed.
- ❖ It is encouraged to apply at least three (3) months before 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.
- ❖ Denied applications may only be resubmitted after six (6) months; the Visa Assistance Fee is strictly non-refundable.
- ❖ 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.