

## NEW ZEALAND E-VISA ASSISTANCE

(15-20 Working Days)

NO. OF APPLICANTS	RATE PER PERSON
4 applicants and above	<b>PHP 9,999</b>
2-3 applicants	<b>PHP 10,499</b>
Single applicant	<b>PHP 10,999</b>
INCLUSIONS	
<ul style="list-style-type: none"> <li>• Visa Consultancy</li> <li>• Int'l Visitor Conservation and Tourism Levy Fee (NZ\$100)</li> <li>• Flight Reservations</li> <li>• Hotel Reservations</li> <li>• Travel Itinerary</li> <li>• Application Cover Letter</li> <li>• Online Submission of Application to the Embassy</li> </ul>	
STEPS IN NEW ZEALAND E-VISA PROCESSING	
<b>STEP 1: ASSESSMENT</b>	<p>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:</p> <p>➤ Facebook: <a href="#">@HMGCWebjetMolino/@HMGCLasPiñas</a></p>
<b>STEP 2: PAYMENT</b>	<p>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.</p>
<b>STEP 3: ENDORSEMENT &amp; PROCESSING</b>	<p>The Visa Team will endorse you to the next available Visa Consultant, who will verify your payment before processing your application.</p>

## 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.