

Departure Date: _____

CHECK LIST

(For Visa Applicants)

TOURIST/BUSINESSMAN

- _____ Valid passport
- _____ One recent I.D. size picture
- _____ Statement by his superior that he is an official or staffer of his company and the purpose of his travel (For Business Visa applicants only)
- _____ Copy of company license or registration with English translation (for Business Visa applicants only)
- _____ Xerox copy of I.D. card
- _____ Confirmed outbound ticket
- _____ Payment of visa fee

TOUR GROUPS

- _____ Tour group itinerary
- _____ Valid passports of group members
- _____ Proof of existence of travel agency
- _____ Letter of guaranty
- _____ Confirmed ticket for next outbound destination
- _____ Contract with Manila ground handling agent

Name of agent/applicant _____

Telephone No. _____