

Business Checklist
商務簽證材料清單

Please Note: The Embassy of the Republic of the Philippines reserves the right to request additional information/documentation not mentioned in the harmonized list below. If necessary, the Embassy may also request to interview the applicant. The applicant is hereby informed that submitting the below-mentioned documents does not guarantee automatic issuance of a visa.

注意：菲律賓駐華大使館有權要求申請人補充下列清單中沒有的材料，如有必要，申請人有可能被要求前往使館面試；提交下述檔並不保證簽證將自動簽發。

List of supporting documents to be submitted by applicants travelling for the purpose of Business Visa 商務簽證需提交的材料清單	是否提交 If submitted (X/√)
1 1 Completely filled out visa application form (FA Form No. 2) 一份填寫完成的簽證申請表格 (FA Form No. 2)	
2 A passport-size photograph taken during the last six (6) months (Photograph size is 35x45 mm) 1 張申請人在 6 個月內拍攝的近照 大小: (35x45 mm、白底、衣著得體)	
3 Passport valid for at least six (6) months beyond the authorized period of stay in the Philippines 護照 有效期自菲律賓有效停留期後至少 6 個月以上有效期 <ul style="list-style-type: none"> • Last entry and exit stamps from the Philippines, if applicable 菲律賓的最後出入境印章 (如適用) • Previous Philippine visa/s issued for the last six (6) months, if applicable 過去 6 個月內簽發的菲律賓簽證 (如適用) • Proof of extension of stay in the Philippines, if applicable 延長在菲律賓逗留的證明 (如適用) Note: Applicant may be required to submit a scanned copy of all passport pages, as deemed necessary, by the Philippine Consular Officer. 注: 如有必要, 菲律賓領事官員可能會要求申請人提交所有護照頁的掃描件。	
4 Applicant's national ID (for Chinese nationals in Mainland China, Hong Kong and Macau) 申請人的身份證 (適用於在中國大陸、香港和澳門的中國公民)	
5 Tickets or flight reservation (entry and exit) 機票或航班預訂 (包含進入和外出菲律賓) <ul style="list-style-type: none"> • Round-trip or onward tickets or flight reservation 往返機票或續程機票或航班預訂 	
6 For Business Owners 適用於企業經營者 <ul style="list-style-type: none"> • Invitation letter from a Philippine government/private entity or endorsement from a chamber of commerce (recognized host government) in the country where the business is located 來自菲律賓政府 / 私營 機構的邀請函, 或者所在國商會 (得到當地政府認可的商會) 出具的證明信 (該商會位於業務開展地所在國家) <ul style="list-style-type: none"> • Notarized invitation letter with support and guarantee clause from the inviting party addressed to the Philippine Embassy / Consulate (with the printed name and position of the signatory and the official seal) 由邀請方出具的帶有支援與保證條款的公證邀請函, 該函件由菲律賓大使館 / 領事館收悉 (信中需包含簽字人的姓名、職位以及官方印章) <ul style="list-style-type: none"> ○ If the inviting party is a government agency or an international organization, a letter of confirmation or endorsement addressed to the Philippine Department of Foreign Affairs is required, a copy furnished to the Embassy / Consulate 如果邀請方是政府機構或國際組織, 則需要向菲律賓外交部出具一封確認函或證明信, 並將副本提交至大使館 / 領事館。 ○ If the inviting party is a Philippine-based company, the following attachments are also required: 如果邀請方是一家總部位於菲律賓的公司, 還需要以下附件: <ul style="list-style-type: none"> ▪ If the signatory is a Filipino national - Photocopy of the passport information page 如果簽字人是菲律賓公民 - 請提供護照資訊頁的複印件 ▪ If the signatory is not a Filipino national - Photocopy of the passport information page and a valid Philippine visa 如果簽字人不是菲律賓公民 - 請提供護照資訊頁的複印件以及有效的菲律賓簽證 • Proof of business operations/income 業務運營 / 收入證明 <ul style="list-style-type: none"> ○ Business permit/license or registration 營業執照或註冊證明 Valid permit/license (i.e., Mayor's permit, SEC registration or BIR registration) of the inviting party 邀請方的有效許可證 / 執照 (即市長許可證, SEC 註冊或 BIR 註冊) ○ Bank statement of the latest six (6) months or tax payments 最近六個月的銀行對帳單或納稅記錄 • Hotel accommodation or proof of lodging 酒店住宿或住宿證明 <ul style="list-style-type: none"> ○ If sponsored or guaranteed by the inviting Philippine government/private entity, kindly mention in the letter of invitation 如果由邀請的菲律賓政府 / 私人贊助或保證, 請在邀請函中註明 	

	<p>For Employees 適用於被僱傭者</p> <p>Invitation letter from a Philippine government/private entity 菲律賓政府 / 私人實體的邀請函</p> <ul style="list-style-type: none"> ○ Notarized invitation letter with support and guarantee clause from the inviting party addressed to the Philippine Embassy / Consulate (with the printed name and position of the signatory and the official seal) 經公證的邀請函，附有邀請方致菲律賓大使館/領事館的支持和保證條款（印有簽字人的姓名和職位以及公章） ○ If the inviting party is a government agency or an international organization, a letter of confirmation or endorsement addressed to the Philippine Department of Foreign Affairs is required, a copy furnished to the Embassy / Consulate <ul style="list-style-type: none"> ● 如果邀請方是政府機構或國際組織，則需要向菲律賓外交部提交確認函或背書函，並向大使館 / 領事館提供一份副本 ○ If the inviting party is a Philippine-based company, the following attachments are also required: 如果邀請方是一家總部位於菲律賓的公司，還需要以下附件： <ul style="list-style-type: none"> ● If the signatory is a Filipino national - Photocopy of the passport information page 若簽字人是菲律賓國民 - 護照資訊頁複印件 ● If the signatory is not a Filipino national - Photocopy of the passport information page and a valid Philippine visa 若簽字人不是菲律賓國民 - 護照資訊頁和有效菲律賓簽證的複印件 ● Endorsement letter from the applicant's company 申請人公司的擔保函 ● Employment certificate with remuneration or a letter of guarantee from the company/sponsor 公司 / 贊助商出具的帶報酬的就業證明或保證書 <ul style="list-style-type: none"> ○ Dispatch letter from the Chinese employer with English translation (with company letterhead, the position of the applicant, salary amount, hiring date, printed name, and position of the signatory, and the official seal) 中國僱主的派遣函，附有英文翻譯（帶有公司抬頭、申請人職位、工資金額、僱傭日期、列印姓名和簽字人職位，以及公章） ● Hotel accommodation or proof of lodging 酒店住宿或住宿證明 <ul style="list-style-type: none"> ○ If sponsored or guaranteed by the inviting Philippine government/private entity, kindly mention in the letter of invitation 如果由邀請的菲律賓政府 / 私人贊助或保證，請在邀請函中註明 	
8	其他補充材料 Other Additional Document	
	備註 Remark :	申請人簽字 Applicant Signature:

Inquiry Officer to choose as appropriate:

資料審核員根據適用情況選擇：

1 . The applicant has confirmed that s/he has no other documents to submit.

申請人已經確認她/他不提交其他材料。

2 . The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.

申請人已經遞交了上述材料，我已告知其如不提交所有必要材料可能會導致被拒簽，但其選擇繼續提交申請。

Officer & Date

Applicant's Signature