

## Business Checklist

### 商务签证材料清单

**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：菲律宾驻华大使馆有权要求申请人补充下列清单中没有的材料，如有必要，申请人有可能被要求前往使馆面试；提交下述文件并不保证签证将自动签发。**

<b>List of supporting documents to be submitted by applicants travelling for the purpose of Business Visa</b> 商务签证需提交的材料清单		是否提交 If submitted (X/√)
1	<b>1 Completely filled out visa application form (FA Form No. 2)</b> 一份填写完成的签证申请表格 (FA Form No. 2)	
2	<b>A passport-size photograph</b> taken during the last six (6) months (Photograph size is 35x45 mm) <b>1张申请人在六(6)个月内拍摄的近照</b> (大小: 35x45 mm、白底、衣着得体)	
3	<b>Passport valid for at least six (6) months beyond the authorized period of stay in the Philippines</b> <b>护照有效期自菲律宾有效停留期后至少 6 个月以上有效期</b> <ul style="list-style-type: none"> <li>● Last entry and exit stamps from the Philippines, if applicable 菲律宾的最后出入境印章 (如适用)</li> <li>● Previous Philippine visa/s issued for the last six (6) months, if applicable 过去六(6)个月内签发的菲律宾签证 (如适用)</li> <li>● Proof of extension of stay in the Philippines, if applicable 延长在菲律宾逗留的证明 (如适用)</li> </ul> <p>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, 菲律宾领事官员可能会要求申请人提交所有护照页的扫描件。</p>	
4	<b>Applicant's national ID (for Chinese nationals in Mainland China, Hong Kong and Macau)</b> 申请人的身份证 (适用于在中国大陆、香港和澳门的中国公民)	
5	<b>Tickets or flight reservation (entry and exit)</b> 机票或航班预订 (包含进入和外出菲律宾) <ul style="list-style-type: none"> <li>● Round-trip or onward tickets or flight reservation 往返机票或续程机票或航班预订</li> </ul>	
6	<p><b>For Business Owners 适用于企业经营者</b></p> <ul style="list-style-type: none"> <li>● 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 来自菲律宾政府/私营机构的邀请函, 或者所在国商会 (得到当地政府认可的商会) 出具的证明信 (该商会位于业务开展地所在国家) <ul style="list-style-type: none"> <li>● 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) 由邀请方出具的带有支持与保证条款的公证邀请函, 该函件由菲律宾大使馆/领事馆收悉 (信中需包含签字人的姓名、职位以及官方印章) <ul style="list-style-type: none"> <li>○ 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 如果邀请方是政府机构或国际组织, 则需要向菲律宾外交部出具一封确认函或证明信, 并将副本提交至大使馆/领事馆。</li> <li>○ If the inviting party is a Philippine-based company, the following attachments are also required: 如果邀请方是一家总部位于菲律宾的公司, 还需要以下附件: <ul style="list-style-type: none"> <li>▪ If the signatory is a Filipino national - Photocopy of the passport information page 如果签字人是菲律宾公民——请提供护照信息页的复印件</li> <li>▪ If the signatory is not a Filipino national - Photocopy of the passport information page and a valid Philippine visa 如果签字人不是菲律宾公民——请提供护照信息页的复印件以及有效的菲律宾签证</li> </ul> </li> </ul> </li> </ul> </li> <li>● Proof of business operations/income 业务运营/收入证明 <ul style="list-style-type: none"> <li>○ Business permit/license or registration 营业执照或注册证明 <ul style="list-style-type: none"> <li>▪ Valid permit/license (i.e., Mayor's permit, SEC registration or BIR registration) of the inviting party 邀请方的有效许可证/执照 (即市长许可证、SEC注册或BIR注册)</li> </ul> </li> <li>○ Bank statement of the latest six (6) months or tax payments 最近六个月的银行对账单或纳税记录</li> </ul> </li> <li>● Hotel accommodation or proof of lodging 酒店住宿或住宿证明 <ul style="list-style-type: none"> <li>○ If sponsored or guaranteed by the inviting Philippine government/private entity, kindly mention in the letter of invitation 如果由邀请的菲律宾政府/私人赞助或保证, 请在邀请函中注明</li> </ul> </li> </ul> <p><b>For Employees 适用于被雇佣者</b></p> <ul style="list-style-type: none"> <li>● Invitation letter from a Philippine government/private entity</li> </ul>	

	<p>菲律宾政府/私人实体的邀请函</p> <ul style="list-style-type: none"> <li>○ 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) 经公证的邀请函，附有邀请方致菲律宾大使馆/领事馆的支持和保证条款（印有签字人的姓名和职位以及公章）</li> <li>○ 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 如果邀请方是政府机构或国际组织，则需要向菲律宾外交部提交确认函或背书函，并向大使馆/领事馆提供一份副本</li> <li>○ If the inviting party is a Philippine-based company, the following attachments are also required: 如果邀请方是一家总部位于菲律宾的公司，还需要以下附件： <ul style="list-style-type: none"> <li>● If the signatory is a Filipino national - Photocopy of the passport information page 若签字人是菲律宾国民-护照信息页复印件</li> <li>● If the signatory is not a Filipino national - Photocopy of the passport information page and a valid Philippine visa 若签字人不是菲律宾国民-护照信息页和有效菲律宾签证的复印件</li> </ul> </li> <li>● Endorsement letter from the applicant's company 申请人公司的担保函</li> <li>● Employment certificate with remuneration or a letter of guarantee from the company/sponsor 公司/赞助商出具的带报酬的就业证明或保证书 <ul style="list-style-type: none"> <li>○ 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) 中国雇主的派遣函，附有英文翻译（带有公司抬头、申请人职位、工资金额、雇佣日期、打印姓名和签字人职位，以及公章）</li> </ul> </li> <li>● Hotel accommodation or proof of lodging 酒店住宿或住宿证明 <ul style="list-style-type: none"> <li>○ If sponsored or guaranteed by the inviting Philippine government/private entity, kindly mention in the letter of invitation 如果由邀请的菲律宾政府/私人赞助或保证，请在邀请函中注明</li> </ul> </li> </ul>	
8	其他补充材料 Other Additional Document	
备注Remark:		申请人签字 Applicant Signature:

Inquiry Officer to choose as appropriate:

资料审核员根据适用情况选择:

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

申请人已经确认她 / 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.

申请人已经递交了上述材料，我已告知其如不提交所有必要材料可能会导致被拒签，但其选择继续提交申请。

\_\_\_\_\_  
Officer & Date

\_\_\_\_\_  
Applicant's Signature