



NO. OF APPLICANTS	RATE PER PERSON
4 applicants and above	PHP 4,999
2 – 3 applicants	PHP 5,500
Single applicant	PHP 5,999

INCLUSIONS
<ul style="list-style-type: none"><li>✓ Visa Consultancy</li><li>✓ Collection and submission of your files to the Embassy</li><li>✓ Int'l Visitor Conservation and Tourism Levy Fee (NZ\$35)</li><li>✓ Flight and Hotel Reservations</li><li>✓ Travel Itinerary</li><li>✓ Application Cover Letter</li></ul>

STEPS IN NEW ZEALAND VISA PROCESSING
1. Please read and sign our <a href="#">Data Privacy Agreement</a> then email it together with the accomplished <a href="#">Questionnaire</a> and scanned copy of Passport's bio page for Free Assessment (we will advise the chances of approval)
2. After the assessment and should you wish to proceed with the application, pay the visa assistance fee then email the proof of payment together with all the requirements (soft copy only)
3. We will forward the application to the New Zealand Embassy. Processing time is up to 20 working days.
4. We will send you a copy of your E-Visa once the application is approved.

## LIST OF REQUIREMENTS

(All documents needs to be scanned and sent to email only – no need for hard copy)

### APPLICANT'S PRIMARY REQUIREMENTS

- ☐ Accomplished [Questionnaire](#)
- ☐ Philippine Passport's bio page with at least 6 months validity (make sure page 3 is signed)
- ☐ Travel History - Stamps on Passport
- ☐ Passport size Photo (4.5cm x 3.5cm) with white background
  - Must be taken within 6 months on the date of application and taken from a photo studio
  - Photo must be formal (no smiling) and do not wear white shirt/polo shirt (must be colored)
- ☐ PSA Birth Certificate
- ☐ PSA Marriage Certificate (if applicable)

### APPLICANT'S FINANCIAL REQUIREMENTS

- ☐ Bank Certificate with OR from the Bank
  - Ideal current balance is PHP 250,000 and ideal Average Daily Balance of PHP 10,000
  - Must include the type of account, opening date, average daily balance and current balance
- ☐ Bank Statement for the past 3 months

### ADDITIONAL REQUIREMENT IF APPLICANT IS A EMPLOYED

- ☐ Signed Certificate of Employment
  - Indicate applicant's position, date hired, compensation, office address, HR landline number and email address
- ☐ Company ID
- ☐ Latest ITR (Income Tax Return)
  - Form 2316
  - If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- ☐ PRC Card or IBP Card

### ADDITIONAL REQUIREMENTS IF APPLICANT IS A BUSINESS OWNER/SELF-EMPLOYED/CORPORATION

- ☐ DTI or SEC Permit
  - If SEC Permit, include the GIS (General Information Sheet)
- ☐ Mayor's or Business Permit
- ☐ BIR Company Registration
- ☐ Latest ITR (Income Tax Return)
  - Form 1701 or Form 1702
  - If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- ☐ Business Financial Statement
- ☐ PRC Card or IBP Card

### ADDITIONAL REQUIREMENT IF APPLICANT IS STUDENT

- ☐ School Certificate or Enrollment Certificate
- ☐ School ID
- ☐ School Calendar Year

**ADDITIONAL REQUIREMENT IF APPLICANT IS SENIOR CITIZEN**

- ☐ Senior Citizen ID

**ADDITIONAL REQUIREMENT IF APPLICANT IS VISITING A FAMILY/FRIEND**

- ☐ Invitation Letter from Family/Friend
- ☐ Passport Copy of Family/Friend
- ☐ Guarantee Letter from Family/Friend who will provide you with your accommodation

**ADDITIONAL REQUIREMENT IF APPLICANT IS SPONSORED**

- ☐ Proof of Relationship to the Applicant
- ☐ Copy of Passport
- ☐ Sponsor's Financial Requirements (Bank Certificate and Bank Statement for 3 months)
- ☐ Notarized Affidavit of Support and Guarantee Letter

**ADDITIONAL REQUIREMENT IF SPONSOR IS EMPLOYED**

- ☐ Signed Certificate of Employment
  - Indicate applicant's position, date hired, compensation, office address, HR landline number and email address
- ☐ Company ID
- ☐ Latest ITR (Income Tax Return)
  - Form 2316
- ☐ If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- ☐ PRC Card or IBP Card

**ADDITIONAL REQUIREMENTS IF SPONSOR IS A BUSINESS OWNER/SELF-EMPLOYED/CORPORATION**

- ☐ DTI or SEC Permit
  - If SEC Permit, include the GIS (General Information Sheet)
- ☐ Mayor's or Business Permit
- ☐ BIR Company Registration
- ☐ Latest ITR (Income Tax Return)
  - Form 1701 or Form 1702
- ☐ If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- ☐ Business Financial Statement
- ☐ PRC Card or IBP Card

**TERMS AND CONDITIONS**

- Visa approval is at the discretion of the Embassy. We cannot guarantee a 100% approval.
- Visa submission is within three (3) working days after the receipt of complete documents and if there are no additional requirements needed. We strongly suggest applying at least 2 month prior to the planned travel date.
- For a denied application, you can re-apply after 6 months.
- No refunds for the Visa Assistance Fee.