



EUROPEAN  
COMMISSION

Brussels, 3.9.2014  
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ANNEXES 1 to 3

**ANNEXES**

**to the**

**COMMISSION Implementing Decision**

**establishing the lists of supporting documents to be presented by visa applicants in Cape Verde, Kenya and the Philippines**

## ANNEX III

### **List of supporting documents to be presented by visa applicants in the Philippines**

- I. General requirements for all visa applicants
  1. Proof of financial means of the applicant
    - Bank certification, bank books
    - Personal bank statements, credit card statements or balance covering the last six months
    - For minors: Proof of economic means of parents or legal guardian (cf. the above)
    - For seafarers: see part III
  2. Proof of travel
    - Copy of the roundtrip airline reservation with Passenger Registration Number (or reservation number) and travel itinerary.
  3. Proof of will to return
    - Copy of employment contract or social security contributions (if relevant)
    - Copy of real estate property – title-deed (if relevant)
    - Proof of family ties in the Philippines (e.g. marriage certificate)
  4. Proof of occupation
    - If employed:
      - Certificate of employment
      - Certificate of leave absence
    - If self-employed:
      - Department of Trade Industry (DTI)/Securities Exchange Commission SEC registration of business
      - Income Tax Return
      - Business Financial Statement
    - If student:
      - Proof of enrolment
      - Certificate of leave absence if travelling during school year
  5. If travelling with spouse and/or children
    - Marriage contract certified by the National Statistics Office (NSO)
    - Birth certificates of children certified by the National Statistics Office (NSO)
  6. For non-Filipino applicants who have valid residence status in the Philippines
    - Copy of Alien Certificate Registration (ACR)

- Re-entry permit

## 7. Minors

- Affidavit of support & consent of parents (specially of the non-travelling parent) or legal guardian

Copy of passport of parents or legal guardian

- Birth certificate of the minor certified by the National Statistics Office (NSO)
- Department of Social Welfare and Development (DSWD) clearance

## II. Documents to be submitted depending on the purpose of travel

### 1. Tourism

- Proof of accommodation: Hotel confirmation or hotel voucher
- Detailed day-to-day itinerary of the planned trip

### 2. Family or friends visit

- Proof of sponsorship<sup>1</sup>:
  - Letter of guarantee, invitation letter or hotel reservation
  - Proof of relationship (birth certificate, marriage certificate)
  - A photocopy of the bio data page of the passport and/or travel history of the sponsor in case of non-formalised relationship (boyfriend/girlfriend)

### 3. Travelling for the purpose of business trip, cultural or sports event, official visit

- Certificate from the employer:
  - letter of the Philippine company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc.
- Invitation from the visited company or organisation:
  - the letter should incorporate relevant personal data of the invited, length of the invitation, reason and activity to develop in the Member State during the visit
- Proof of recent business contacts:
  - In case of doubt repeated invitations from the same company in favour of the same applicant, documents in order to proof that the continuation of the commercial relationship with the company that invites (contracts, bills, etc.)
- Participants in commercial fairs or congress /cultural or sports event:

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<sup>1</sup> Austria, Belgium, Czech Republic, Denmark (may be requested if Denmark is represented by another Member State), Finland, France, Germany, Greece, Hungary, Italy, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Slovakia, Slovenia, Spain, Sweden, Switzerland.

- Letter of invitation from the organisation of this events or invitations to attend them
- Proof of accommodation: Hotel confirmation or hotel voucher

### III. Seafarers

- Employment contract
- Photocopy of the working contracts of the seafarer in order to board the ship (P.O.E.A. contract)
- Seaman's book
- Invitation letter from the maritime agency of the Member State where the sailor will join the boat. The invitation should be signed and with the seal of the agency and include the following data:
  - Name and family name of the seafarer
  - Place and date of birth, passport number, seaman's book number
  - Date of issue, period of validity
  - The sailor's position on the vessel (in case of a group of sailors this information can be included in a list signed, sealed and attached to the invitation letter)
  - Date and airport of entry into the Schengen area
  - Name of the vessel
  - Port of boarding
  - Duration of the contract
  - Itinerary that the seafarer will follow to arrive in the Schengen State of destination.
  - The name and address of the collaborating Philippine agency or which will present the visa application, be in charge of the seafarer once he arrives in the Member State in order to transport him to the sea port to board.
  - If the application is presented by a Filipino maritime agency, a letter of invitation of the Philippine agency that includes a list of the seafarer(s), in which is stated their employment on the ship.