



## Payment Method Instruction

### Bank Transfer

The information provided in this document is especially for visa applicants who wish made a Bank Transfer to VFS Global Services Pvt Ltd (hereinafter referred to as VFS) to proceed the pick up or return their processed documents via courier from and to the applicants' preferred address in the Philippines.

VFS thank you for making sure that the below steps are properly followed:

1. Kindly be informed that there are bank fees charged by the bank for your transaction:
  - a) Issuing Bank (for domestic and international transaction):  
A certain amount of bank fee might be charged for your outward transfer. Kindly ask your bank to get the accurate information on this fee.
2. These bank fees where applicable are over and above the total visa application process fee.
3. The grand total of fees for visa, VFS Logistic, and other optional value added services opted may be combined and paid at once, in PHP only.
4. If you would like to complete the payment from outside of the Philippines, please be informed that there would be a difference in the daily exchange rate, therefore kindly ask your bank to make sure that the payment would reach VFS official account in the **full amount in PHP**.
5. Kindly be advised that a shortage in payment will cause a delay in the visa processing time.
6. Bank transfer is addressed to:

**Account name : VFS Services Philippines Private, Inc**  
**Account Number : 634-3-634-360922**  
**Bank Name : Metrobank Pasong Tamo Extension Branch**

It is very important that the details above are captured accurately. Inaccurate bank details, no matter how small, will result in your transaction being rejected by the recipient Bank and returned to you.

7. To complete the transaction, you may be requested by the bank to provide the beneficiary's address. Below are the details for your reference:

**VFS Global Services Philippines Private Inc.,**  
**Mezzanine Floor Unit M01, Ecoplaza Building,**  
**2305 Chino Roces Avenue Extension Makati City, Metro Manila 1231**

**VFS Global Services Philippines Private Inc.,**  
**9th Floor, Keppel Center, Unit 905, Samar Loop**  
**cor. Cardinal Rosales Avenue,**  
**Cebu Business Park, Cebu City 6000**

8. When filling out the transfer slip/form, kindly write down your name and passport number in the remark column; this will help VFS in tracking the payment.
9. Once you have completed the transaction, attach the original transfer receipt to your visa application.

10. Kindly be advised that paid fees for visa application fee, VAC service fee and any other optional service fees are considered as a confirmed transaction once the applications have entered the visa processing stage. These paid fees are non-refundable if the visa application is refused, withdrawn, and or if the optional service(s) are cancelled by the applicant.

**Terms and Conditions:**

- Please read [VFS Disclaimer](#) before you made the Bank Transfer
- VFS will only process the visa application when the full payment has been completed
- Kindly attached this checklist to your application

By signing on the dotted line, you are agreeing to the terms and conditions explained above.

Acknowledged by,

( ..... )  
Name and Date

