

GUIDANCE ON VISIT VISA

For Business Purposes

You must submit original documents with one photocopy of each, your originals will be returned after the final decision has been made by an Entry Clearance Officer

APPLICANT'S CHECKLIST		Checklist for Business Visit Visa Application		UK VAC CHECKLIST	
YES	NO	ORDER OF DOCS		YES	NO
			A completed visa application form: Visitor Form (VAF1 OCT 2007).		
			Current passport with recommended validity of at least 6 months and any old passports.		
			Visa fee in pesos (We can accept Manager's Check Made payable to British Embassy- Manila and Over the Counter Receipt payment from any of the ff. Standard Chartered Bank/ Metrobank/ Banco de Oro and BPI).		
			One recent coloured and unframed passport size photograph taken with a light background. Approximate size should be 45mm x 35 mm.		
		1	Evidence of your assets and savings. We would recommend you supply up-to-date detailed bank statements and bank books. Plus a bank certificate. Also evidence of any other assets such as Land titles.		
		2	If you or your spouse is employed, an employment certificate stating your position, salary and number of leave days given for the trip with specified dates.		
		3	If self employed, Business documents, i.e. DTI or SEC Registration, Mayor's Permit, etc.		
		4	An invitation letter from the United Kingdom company and/or other correspondence.		
		5	A letter from your company detailing the reasons for your visit and expected duration of stay.		
		6	Your employer's Company Registration (DTI, SEC or Mayor's Permit).		
		7	Evidence of Business Contract or previous sales with the UK company e.g. receipts, contracts, etc, if applicable.		
		8	Evidence that your employers can support your trip. We would recommend you supply up-to-date detailed bank statements and other savings.		
		9	Other supporting documents.		
Important Reminder: Please arrange your documents in the order listed under "Order of Docs" column. Thank you					

I CONFIRM THAT ALL THE ABOVE ORIGINAL DOCUMENTATION I HAVE SUBMITTED IN SUPPORT OF MY APPLICATION FOR A VISA TO THE UK IS GENUINE. TO THE ORIGINATORS OF THESE DOCUMENTS, I HEREBY, AUTHORISE THE DOCUMENT VERIFICATION TEAM, IN THE VISA SECTION AT THE BRITISH EMBASSY TO MAKE WHATEVER CHECKS THEY REQUIRE TO VERIFY THE SUBMITTED DOCUMENTS AUTHENTICITY.

ORIGINAL DOCUMENTS RECEIVED:

1. _____
2. _____
3. _____
4. _____

Applicant's signature over printed name

CSR's signature over printed name

UKVAC plays no role in the decision making process of your application, this remains the sole responsibility of the Visa Section at the British Embassy, Manila.

• **DISCLAIMER**

The above checklist is meant as guidance only. It is not a comprehensive list of the documents you should submit in support of your application and submission of these documents does not guarantee that your application will be issued. It is your responsibility to submit original documentation that you believe will help demonstrate to the Entry Clearance Officer that you can meet the criteria for entry to the UK in the category that you have applied. Further free guidance on the criteria for entry to the UK can be obtained from the UKvisas website, www.ukvisas.gov.uk