

## **Business Visitor Document Receipt**

This checklist is to confirm the receipt of documents that are submitted. Please arrange your document according to this receipt and indicate which of the below documents have been supplied. Any additional documents included in the application should be indicated on the "Others" section. Enclose your documents in 1 long brown envelope with your name and contact number written at the upper left corner. (One envelop per application).

Applicants can find guidance to help decide which documents will be useful in supporting their visa application at the Visa Application Centre. Applicants are advised to read the relevant guidance before submitting their application.

Requirements	Qty.	Original	Remarks	
Completed Visa Application Form	2	√		
One (1) Recent Passport-sized photograph (to be pasted on the designated area on the form)	1	√	Taken against white or light background	
Current passport with at least 2 blank pages/ at least 3 months valid by the time visa expires.	1	√	Schengen-	
			USA-	
			UK -	
			Canada-	
			Japan-	
Previous passport(s)		√	Schengen-	
			USA-	
			UK -	
			Canada-	
			Japan-	
Documents	Qty.	Original	Photo-copies	Remarks
<b><u>Travel Arrangements</u></b>				
Air Ticket/Booking Confirmation (including all entries and exit to all countries of destination)		√		
Travel insurance minimum cover: € 30.000/ entire stay valid to all Schengen countries. (See list of accredited insurers).			√	
Hotel Reservation/Booking in Spain and all Schengen countries of destination		√		
<b><u>Personal Assets and Savings</u></b>				
<i>** Please take note that you may or may not submit the documents listed below. If you do not have such documents, then we may still proceed with your application. Kindly mark/check the <u>applicable items</u> you will be including in your application.</i>				
Bank Certificates		√		
Bank Statements				
Bank Books				

<b>Proof of Socio-professional status</b>	<i>(You may submit any of the below items, depending on your socio- profession)</i>			
Employment Certificate		√		
Certificate of Vacation/Leave approval				
Latest Income Tax Return				
Business Permit				
SEC Registration				
<b>Business Visitors (meeting, conference, etc)</b>				
Invitation letter from the inviting Spanish company				
Document of the identity of the inviting party				
Detailed letter from the Philippine company regarding the visit		√		
Contracts				
Invoices				
Emails/ any proof of conversations regarding the meeting/conference				
<b>NSO Certificates</b>				
Marriage Certificate/Contract				
Marriage Registration				
Birth Certificate/s of Children				
<b>Others</b>				
Photocopy of passport/s with old and new visa stamps from any countries			√	
Copy of Alien Certificate Registration (for foreigners)				
Visa application fee	must be paid in cash at the counter			
1 Long Brown Envelop	1	√		

I confirm that I am a/n \_\_\_\_\_ national, applying for Business Visitor visa in Spain and I am aware of the obligation to provide necessary supporting documents required by the Spain Consulate General.

**I have submitted the above documents to VFS Philippines- Visa Application Centre in support of my Schengen visa application.**

Applicant's Name & Signature \_\_\_\_\_

Name of Travel Agency: \_\_\_\_\_

VFS Staff's Name & Signature \_\_\_\_\_

Date Signed: \_\_\_\_\_

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_