

# BUSINESSMAN

## SCHENGEN VISA REQUIREMENTS

- Application form:** Available online through web link: [visa.eongroup.com.ph](http://visa.eongroup.com.ph). Kindly contact your services officer should **log in code** is required.
- Original passport:** 6 months valid prior to travel date. Passports shall be on hold by the Embassy for processing until the releasing date. Please manage your travel schedules.
- Submit All Old Passport.** Must fill-out the back page with details for contact emergency person.
- Photocopy of previously issued visas for the past 5 years:** Found in your passport only if applicable. USA, Schengen, Australia, Japan, Canada, etc.
- 2 Passport size picture:** With Collar. White background. No white-colored shirt/blouse. NO accessories. Neutral face expression. Two ears must be clearly visible. Hair must be tied at the back. DO NOT STAPLE!
- Photocopy of Business Permit.** Issued in present year.
- Photocopy of DTI / SEC/COR.** Valid
- Photocopy of ITR- Income Tax Return 1701/1702.** (cannot comply submit Explanation Letter).
- Original Bank Certificate** (Available Fund must reflect at least Php 300,000.00).
- Original Bank Statement.** Must be issued at least 3 months prior to application. (At least 6 months transaction history).
- Photocopy of BIR Plate** (If applicable).
- Photocopy of ITR Financial Statement.** Clear copy.
- Photocopy of Business Certificate of Registration.** Clear copy.
- Latest Original PSA Marriage Certificate** (If applicable). Issued within present year prior to application.
- Latest Original PSA Birth Certificate.** Issued within present year prior to application.
- Photocopy of Credit Card Statements and Limits** (if applicable).
- Additional Documents:** Clear Copy of Properties. Land Title, Car Registration, etc. (if applicable).

### IMPORTANT REMINDERS:

- Please prepare the amount of **Php 6,000.00 – Php 8,000.00** for the **Visa Fee & Other Services Fee.** (Payment shall be made in the Embassy during Application Submission with Personal Appearance for Biometric).
- Documents for photocopy must be printed in A4 sized Bond Paper.
- For proper handling, place all documents in a long folder with name written on cover enclosed in a plastic envelope.
- For clarifications & concerns please contact: **09171296825 / 09999936329**
- **Email Address:** [visa.travel@eongroup.com.ph](mailto:visa.travel@eongroup.com.ph)

Address your Bank Certificate to:	All documents must be submitted to:
Varies as per country of application, thus contact your services officer for guidance.	<b>Eon Travel Visa Center</b> 2 <sup>nd</sup> Floor Rm 204 Adelina Building Corner Gen. Luna – Jalandoni Sts. Iloilo City, Iloilo 5000

*Updated as of January 2024*