

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.

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	1	√		
Recent 35x45mm photograph	2	√		
Visa application fee (payment receipt)	1	√		
Passport	Qty.	Original	Photocopy	Remarks
Current passport with at least 2 blank pages/ at least 3 months valid by the time visa expires.	1	√	√	<i>Pls provide a photocopy of your passport's bio-page, visa and immigration stamp pages.</i>
Previous passport(s)		√	√	
Travel Arrangement Documents	Qty.	Original	Copies	Remarks
Air Ticket/Booking Confirmation (including all entries and exit to all countries of destination)*		√		<i>Date of entry/exit in Schengen</i>
Travel insurance minimum cover: € 30.000/ entire stay valid to all Schengen countries. (See list of accredited insurers).*			√	<i>Name of insurer, validity date</i>
Hotel Reservation/Booking in the Netherlands and all Schengen countries of destination *		√		<i>Country & number of stay in each country (ex. NL-5, FR- 3, IT- 3, ES- 3)</i>
<i>* Waived if qualified for "Orange Carpet"</i>				
Personal Assets and Savings				
Bank Statements for the last 3 months		√		<i>Bank name, covering months</i>
Proof of Socio-professional status				
Employment Certificate		√		<i>Name of company and tenure</i>
Latest ITR (with 3-month pay slips)			√	<i>Months covered</i>
Business Permit/ SEC Registration				<i>Name of business</i>
3 months bank statement (company)				<i>Months covered</i>
Business Visitors (meeting, conference, etc)				
Invitation letter from the inviting Dutch company		√		<i>Name of inviting company</i>
Detailed letter from the Philippine company regarding the visit		√		<i>Name of the company if different from employer</i>
Others				
Copy of Alien Certificate Registration (for foreigners)				<i>ACR</i>

I confirm that I am a/n _____ national, applying for Business Visitor visa in Netherlands and I am aware of the obligation to provide necessary supporting documents required by the Royal Embassy of Netherlands.

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

Applicant's Name & Signature _____ VFS Staff's Name & Signature _____ Date Signed: _____

Remarks: _____