

# THE NETHERLANDS VISA REQUIREMENTS

## BUSINESS

- **A completed and signed Schengen visa application form**
- **1 passport sized colored picture with white background** (must be taken within the last 6 months; do not staple the photos on the form) **(35mm x 45mm photo size)**
- **Original passport** (must be 3 months valid beyond intended stay and must have at least two blank pages)
- **A copy of all pages of the passport**

### ***If travelling with spouse and/or children:***

- **Marriage contract** (certified by the Philippine Statistics Authority (PSA))
- **Birth certificates of children** (certified by the Philippine Statistics Authority (PSA))
- **Birth certificate** (certified by the Philippine Statistics Authority (PSA))

### ***If applying for a minor:***

- **If travelling alone or with only one parent: written consent of the non-travelling parent/legal guardian or proof of sole custody of the travelling parent or legal guardian.**
- **If the name of the father does not appear in the PSA issued birth certificate, no consent is required**

### ***If travelling alone:***

- **Department of Social Welfare and Development (DSWD) clearance.**
- **For non-Filipino applicants who have valid residence status in the Philippines: Copy of Alien Certificate Registration (ACR) valid at least three months beyond the date of departure from the territory of the Member States.**
- **Copy of bio data page of parent(s) or legal guardian's passport**
- **Original copy of previous visas and arrival stamps for the past 5 years**
- **Travel insurance** covering the entire duration of the trip to the Schengen area (only accredited insurance companies are accepted; minimum coverage of **30,000 euros**, non-deductible must cover emergency medical expenses, hospital treatment and repatriation for medical reasons or death).
- **Round trip flight booking confirmation**
- **Hotel booking confirmation**
- **Daily travel itinerary**
- **Proof of social security contributions (*if relevant*)**
- **Copy of real estate property - title-deed (*if relevant*)**

### **For Employee's:**

- **Certificate of Employment** (with leave of absence (must include applicant's position, date hired, salary, date of return to work))
- **Personal Original Bank Certificate** (with receipt and addressed to the Embassy (with ADB))
- **Bank Statements** (most recent 6 months transactions) or Passbook, or credit card statements
- **Personal Income Tax Return**
- **Copy of Company ID (back-to-back)**
- **Copy of PRC/IBP ID (*if professional*)**
- **A personalized letter** (containing the relevant personal data of the invited person and his/her function and the name, contact details and position of the counter signing person as well as the length and purpose of the visit or activity)

### **For Company's Sponsorship:**

- **Certificate from the employer:** (letter of the Philippine company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc.)
- **Invitation Letter from the inviting company or organization:** (relevant personal data of the invited person, the invited person's function, length of the visit, purpose of the visit and activity to be undertaken during the stay; who is to cover the cost of the stay; name and position of the counter signing person)
- **Proof of recent business contacts:** Proof of continued business relation between the two companies (e.g. contracts, invoices), (*if relevant*).
- **Guarantee Letter (*must be notarized*)**
- **Original Bank Certificate** (with receipt and addressed to the Embassy (with ADB))
- **Bank Statements** (most recent 6 months transactions)
- **ITR**
- **SEC with GIS**
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### **Note:**

- Please be advised all documents should be printed in A4 paper.
- Additional required documents may be asked to the applicant depending on the category of visa applying for.
- Please send us an email at [documentations@inflightmenuph.com](mailto:documentations@inflightmenuph.com) for queries and/or information in submitting the requirements.