



3 simple steps to get your visa



Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

All Postal deliveries:

PO BOX 5690
London
W1A 5UY

Courier or in person deliveries

Office 325
Linen Hall
162-168 Regent Street
London W1B 5TE



Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

PHILIPPINES BUSINESS STANDARD VISA FOR UNITED KINGDOM NATIONALS

- **Passport**
 - Must be valid for at least 6 months beyond the date of stay in the Philippines.
 - It must have 1 blank page.
 - Also supply two copies of the photo details page from the passport.. One copy will be presented when we collect the visa.
- **Standard Philippine Visa form**
 - Completed one by hand in black ink.
- **Photograph**
 - 1 photo taken within the last 6 months, being of photo booth quality on an off whitish background, and signed at the bottom front.
- **Either a UK Employers Letter, or Invite letter from the Philippines:**
 - Include the following points:
 - Addressed to the Embassy.
 - Applicants full name.
 - Passport number and Nationality.
 - State purpose of journey.
 - Name of company being visited
 - State number of entries and length of visa needed.
 - Confirm financial responsibility.
 - Be signed by a superior.
- **Authorisation letter.**
 - Complete the Authorisation letter by hand. It is obtainable in our downloadable pack.
- **Regent Visas Order Form:**
 - You will find this in our document pack.
- **Important points:**
 - Single entry visas are valid for 3 months from date of issue.
 - Multiple entry visas are valid for 6 months and 12 months respectively..

REGENT VISAS ORDER FORM

CONTACT NAME

TELEPHONE NUMBER

ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

EMAIL ADDRESS

ONLY COMPANY

Company name	<input type="text"/>
VAT NO.	<input type="text"/>
Purchase order No.	<input type="text"/>

APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	<input type="text" value="Philippines Business"/>	<input type="text" value="Standard"/>	<input type="text"/>	<input type="text"/>

DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

CARD NO.

SECURITY CODE:

CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

VALID FROM DATE:

EXPIRY DATE:

PRINT NAME

SIGNATURE

DATE