

9(a-1) Visa for Business Visitors

Kindly prepare the printed documents in the following order. Please do not staple the printed documents, paper clips may be used to keep the documents in order.

A. For Business Owners

- Printed copy of the duly filled-out visa application form with passport size photo taken within the last six (6) months with plain white background
- Original and photocopy of passport valid for at least six (6) months beyond the authorized period of stay
- Original and photocopy of Hong Kong Identification Card (HKID)
- Original and photocopy of valid Hong Kong-issued visa (for non-permanent HK residents)
- Old passport/s
- Chinese Social Insurance Record Certificate registered for at least six (6) months at the time of submission of visa application (**mandatory requirement** for Chinese nationals **except** for retirees above 55 years old) for applicants holding PROC passport with valid and current home address in Mainland China
- Proof of contribution to Mandatory Provident Fund (MPF) for applicants holding PROC passport with valid and current home address in Hong Kong
- Original and photocopy of previously issued Philippine visa/s (if applicable)
- Confirmed flight ticket/s or flight reservation/s (entry and exit)
- Notarized invitation letter from a Philippine government/private entity or endorsement from a chamber of commerce (recognized by the host government) in the country where the business is located
- Copy of valid passport of the letter's signatory and valid Philippine-issued visa (if applicable)
- Proof of business operations/income
 1. Valid business permit/license or registration
 2. Bank statement of the latest six (6) months reflecting the deposits and withdrawals and with a minimum of maintaining balance of HKD 20,000 or tax payments
- Hotel accommodation for the whole duration of the visit/proof of lodging

B. For Employees

- Printed copy of the duly filled-out visa application form with passport size photo taken within the last six (6) months with plain white background
- Original and photocopy of passport valid for at least six (6) months beyond the authorized period of stay
- Original and photocopy of Hong Kong Identification Card (HKID)
- Original and photocopy of valid Hong Kong-issued visa (for non-permanent HK residents)
- Old passport/s

- Chinese Social Insurance Record Certificate registered for at least six (6) months at the time of submission of visa application (**mandatory requirement** for Chinese nationals **except** for retirees above 55 years old) for applicants holding PROC passport with valid and current home address in Mainland China
- Proof of contribution to Mandatory Provident Fund (MPF) for applicants holding PROC passport with valid and current home address in Hong Kong
- Original and photocopy of previously issued Philippine visa/s (if applicable)
- Confirmed flight ticket/s or flight reservation/s (entry and exit)
- Original and photocopy of Certificate of Employment in a managerial level or higher with remuneration/salary (full name and official designation of the signatory must be explicitly indicated)
- Notarized invitation letter from a Philippine government/private entity
- Copy of valid passport of the letter's signatory and valid Philippine- issued visa (if applicable)
- Letter of Guarantee from the company/sponsor in Hong Kong (should state the purpose of travel, length of stay of the applicant)
- Valid business registration certificate (both Philippines and Hong Kong Companies)
- Hotel accommodation for the whole duration of the visit/proof of lodging

IMPORTANT:

- **Personal appearance of the applicant is required** for the submission of the documents.
- The Visa Officer may require other supporting documents from the applicant depending on the evaluation of the visa application. Incomplete applications **will not be accepted**.
- All documents in any foreign language must be **submitted with English translation**.
- Some cases **require an authority from the Department of Foreign Affairs** of the Philippines in Manila prior to the issuance of a visa. In such cases, the processing time will take **7 to 10 business days upon receipt of the applicant's printed documents**.
- For further visa-related inquiries and/or concerns, please send an email to **hongkongpcg.visa@dfa.gov.ph** or call 2823-8520. The Visa Section accepts visa applications from Monday to Thursday, 9 A.M. to 2 P.M.
- **Submission of visa application is strictly by appointment only**. Interested applicants may send an email to the above-mentioned email address to request for the link to the visa appointment system, soft copy of the visa application form, and list of general requirements for the desired visa type.