



Travel Online Tours

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NEW ZEALAND E-VISA ASSISTANCE

(15-20 Working Days)

NO. OF APPLICANTS	RATE PER PERSON
4 applicants and above	PHP 9,999
2 – 3 applicants	PHP 10,000
Single applicant	PHP 10,499

INCLUSIONS	OPTIONAL SERVICES:
<ul style="list-style-type: none"> ➤ Visa Consultancy ➤ Int'l Visitor Conservation and Tourism Levy Fee (NZ\$100) ➤ Flight Reservations ➤ Hotel Reservations ➤ Travel Itinerary ➤ Application Cover Letter ➤ Submission of Application to the Embassy 	<ul style="list-style-type: none"> ➤ Door-to-door pickup and return of hard copy documents for scanning PHP 500 – within QC, Makati & Manila PHP 1,000 - Antipolo, Taytay, Marikina & Pasig PHP 1,500 - Paranaque ➤ PHP 20/page - Scanning of documents

STEPS IN NEW ZEALAND VISA PROCESSING

STEP 1: ASSESSMENT

Read and sign our [Data Privacy Agreement & Visa Waiver](#) then email it together with the accomplished [Questionnaire](#) for Free Assessment, this will allow us to evaluate your chances of approval. Kindly send these to our Visa Department by sending a message through:

- <https://www.facebook.com/TravelOnlineTours>

STEP 2: PAYMENT

After the assessment and should you wish to proceed with the application, our Visa team will then provide your invoice. Proceed to settle then send your proof of payment.

STEP 3: ENDORSEMENT & PROCESSING

The Visa Team will endorse you to the next available Visa Consultant, who will verify your payment before proceeding with the processing of your application.

WHAT TO EXPECT AFTER PAYMENT VERIFICATION

Expected turnaround time based on working days	ACTIVITY / PROGRESS
Day 1-3	<p>The assigned Visa Consultant will provide you the drafted Application Form for you to review.</p> <p>Important: Please carefully review the encoded information to ensure its accuracy. Should there be any corrections or revisions, kindly inform your Visa Consultant immediately. This step is crucial in avoiding any issues or delays with your visa application.</p> <p>The list of requirements will also be provided for you to comply.</p>
Day 3-7 (Timelines may vary depending on the completeness and accuracy of the submitted documents.)	<p>Once the Application Form is finalized, your Visa Consultant will review all documents and ensure that everything is in order, then assigned Visa Consultant will be arranging all requirements for submission including creation of travel itinerary, flight reservations, hotel reservations (if applicable) and cover letter then lodge the application to the Embassy.</p>
The processing time is based on the information indicated in the header on the first page of this file.	<p>After your application has been lodged, we will wait for the results from the Embassy. Your assigned Visa Consultant will promptly notify you once the outcome is available.</p> <ul style="list-style-type: none"> • If approved: A copy of your Electronic Visa will be provided to you. • If refused: Your Visa Consultant will share a copy of the refusal letter and offer guidance on how to improve your application should you wish to reapply.

TERMS AND CONDITIONS

- Visa approval is at the discretion of the Embassy. We cannot guarantee a 100% approval.
- We strongly suggest applying at least 2 months prior to the planned travel date.
- For a denied application, you can re-apply after 6 months and no refunds will be given for the visa assistance fee
- We do not require any confirmed Airline Ticket and Hotel Accommodation for every visa application thus in any case of delayed results and/or refusal of application, Travel Online Tours shall not be held liable for the costs of airline ticket/s and hotel accommodation/s.

LIST OF REQUIREMENTS

(All documents needs to be scanned and sent to email only – no need for hard copy)

APPLICANT'S PRIMARY REQUIREMENTS

- ☐ Accomplished [Questionnaire](#)
- ☐ Philippine Passport's bio page with at least 6 months validity (make sure page 3 is signed)
- ☐ Travel History - Stamps on Passport (current, and previous passports included, if any)
- ☐ Passport size Photo (4.5cm x 3.5cm) with white background
 - Must be taken within 6 months on the date of application and taken from a photo studio
 - Photo must be formal (no smiling) and do not wear white shirt/polo shirt (must be colored)
- ☐ PSA Birth Certificate
- ☐ PSA Marriage Certificate (if applicable)

APPLICANT'S FINANCIAL REQUIREMENTS

- ☐ Bank Certificate with OR from the Bank
 - Ideal current balance is PHP 250,000 and ideal Average Daily Balance of PHP 100,000
 - Must include the type of account, opening date, average daily balance and current balance
 - Must be issued within 30 calendar days upon submission
- ☐ Bank Statement for the past 3 months
 - Must demonstrate stable and credible cash flow
 - Must be issued within 30 calendar days upon submission

ADDITIONAL REQUIREMENT IF APPLICANT IS EMPLOYED

- ☐ Signed Certificate of Employment
 - Indicate applicant's position, date hired, compensation, approved leaves, office address, HR landline number and email address
 - Must be issued within 30 calendar days upon submission
- ☐ Company ID
- ☐ Latest ITR (Income Tax Return)
 - Form 2316
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- ☐ Pay slips from the last six (6) months

ADDITIONAL REQUIREMENTS IF APPLICANT IS A BUSINESS OWNER/SELF-EMPLOYED/CORPORATION

- ☐ Valid DTI or SEC Permit
 - If SEC Permit, include the GIS (General Information Sheet)
- ☐ Valid Mayor's or Business Permit
- ☐ BIR Company Registration
- ☐ Latest ITR (Income Tax Return)
 - Form 1701 or Form 1702
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- ☐ Latest Audited Financial Statement

ADDITIONAL REQUIREMENT TO SHOW PROOF OF TIES HERE IN THE PHILIPPINES

- ☐ If professional: PRC or IBP Card
- ☐ Land Title
- ☐ Vehicle Ownership: OR and CR
- ☐ Investments, Insurance Policies, Time Deposit, etc.

ADDITIONAL REQUIREMENT IF APPLICANT IS STUDENT

- ☐ School Certificate or Enrollment Certificate
- ☐ School ID
- ☐ School Calendar Year

ADDITIONAL REQUIREMENT IF APPLICANT IS SENIOR CITIZEN

- ☐ Senior Citizen ID
- ☐ Retirement Certificate (if applicable)
- ☐ Pension Certificate, Pension Bank Certificate and Statement (Past 6 months)

ADDITIONAL REQUIREMENT IF APPLICANT IS VISITING A FAMILY/FRIEND

- ☐ Invitation Letter from Family/Friend
- ☐ Passport Copy of Family/Friend
- ☐ Guarantee Letter from Family/Friend who will provide you with your accommodation

ADDITIONAL REQUIREMENT IF APPLICANT IS SPONSORED

- ☐ Proof of Relationship to the Applicant
- ☐ Copy of Sponsor's Passport's bio page
- ☐ Sponsor's Financial Requirements (Bank Certificate and Bank Statement for 3 months)
- ☐ Notarized Affidavit of Support and Guarantee Letter

ADDITIONAL REQUIREMENT IF SPONSOR IS EMPLOYED

- ☐ Sponsor's Signed Certificate of Employment
 - Indicate applicant's position, date hired, compensation, office address, HR landline number and email address
 - Must be issued within 30 calendar days upon submission
- ☐ Sponsor's Company ID
- ☐ Sponsor's Latest ITR (Income Tax Return)
 - Form 2316
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- ☐ Sponsor's PRC Card or IBP Card
- ☐ Other supporting documents (Investments, Time Deposit, etc.)

ADDITIONAL REQUIREMENTS IF SPONSOR IS A BUSINESS OWNER/SELF-EMPLOYED

- ☐ Valid DTI or SEC Permit
 - If SEC Permit, include the GIS (General Information Sheet)

- Valid Mayor's or Business Permit
- BIR Company Registration
- Latest ITR (Income Tax Return)
 - Form 1701 or Form 1702
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- Latest Audited Financial Statement
- PRC Card or IBP Card

ADDITIONAL REQUIREMENTS IF SPONSORED BY COMPANY/ORGANIZATION:

- Affidavit of Support and Guarantee letter to Employee
- Valid DTI or SEC Permit
 - If SEC Permit, include the GIS (General Information Sheet)
- Valid Mayor's or Business Permit
- BIR Company Registration
- Company Financial Documents
 - Bank Certificate
 - Must include the type of account, opening date, average daily balance and current balance
 - Must be issued within 30 calendar days upon submission
 - Bank Statement
 - Must demonstrate stable and credible cash flow
 - Must be issued within 30 calendar days upon submission
- Latest Company ITR (Income Tax Return)
 - Form 1701 or Form 1702
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- Other Supporting Documents