

NEW ZEALAND List of Requirements:

1. Original **Bank Certificate** (must be major banks)
2. **Bank Statement** for 6 mos., or photocopy of **Passbook**
3. **SEC** or **DTI**, Business Permit if business person
4. **COE** if employee
(must include **applicant's position, date hired, compensation, office address, HR landline number** (cell-phone number is not allowed), HR e-mail address) +
Certificate of Approved Leave
5. **INCOME TAX RETURN** (Form 2316 or 1701) (1) photocopy.
6. **Copy of visas/entry stamp** to countries had visited (both new and old passport)
7. **FAMILY Picture** at least 3 random pictures
8. **Birth Certificate** / if married, **Marriage Certificate** must be valid upon year of travel.
9. **ID Picture** 1 piece of Passport size colored picture with white background.

Note:

All documents must be scanned copy.

Must be submitted as soft copy via email or USB/ Flash drive

All scanned documents have filename like:

- For passport scan <NAME OF APPLICANT + PASSPORT(NUMBER)>
- if have a visa <NAME OF APPLICANT + PASSPORT(NUMBER) (VISA NAME)>
- for bank statement <NAME OF APPLICANT + BANK STATEMENT(NUMBER) (BANK NAME)>
- for bank Certificate <NAME OF APPLICANT + BANK CERTIFICATE) (NUMBER) (BANK NAME)>
- For all docs same format above.