

**MEMORANDUM**

**FOR :** ALL CONCERNED SUBIC BAY FREEPORT REGISTERED LOCATORS

**FROM :** MS. AMETHYA P. DELA LLANA – KOVAL  
OIC Head, Regulatory Group

**SUBJECT :** TRAVEL PASS FOR ALL SUBIC – CLARK VISA HOLDERS  
Updated Advisory

**DATE :** March 9, 2021

Further to our previous Advisories on Travel Pass in our Memoranda dated February 22 and March 1, 2021, wherein ALL Subic – Clark Visa Holders departing the Philippines ARE REQUIRED TO SECURE A TRAVEL PASS effective March 1, 2021.

Please be informed that the Bureau of Immigration (BI) required that Travel Passes must include the following details, among others:

1. Name of Petitioner – Company Name
2. Departure Date
3. Passenger's Name – Last Name, First Name, Middle Name
4. Date of Birth
5. Nationality
6. Passport Number
7. Visa Status/Type
8. Visa Number
9. Purpose of Travel

In addition, the BI also prescribed an Excel template reflecting the aforementioned details in the Travel Pass.

With the foregoing revised details/requirements, as we have been continuously receiving several requests for issuance of Travel Passes and in order to ensure that correct details/information shall be indicated in the Travel Passes, please find the UPDATED list of information and requirements below.

In order to avoid any inconvenience, **kindly ensure to apply for the required Travel Pass at least Ten (10) Working Days before the intended travel date.** For this purpose, please submit/send your request for Travel Pass to our email address at [visaprocessing@sbma.com](mailto:visaprocessing@sbma.com) together with the **COMPLETE** information/ requirements and **clear scanned copies of the supporting documents.**

**Updated List of Requirements: (Note: Except for one (1) paged document, please ensure to submit the scanned copy of the entire document in 1 file and not on a per page basis.)**

1. **Letter from the concerned Subic Bay Freeport (SBF) locator/enterprise duly signed by its authorized representative requesting for the issuance of Travel Pass and stating therein the reason for the purpose of the travel of its foreign national (FN)/employee;**
2. **Clear copy of the SBF locator's/enterprise's valid Certificate of Registration (CR) or Certificate of Registration and Tax Exemption (CRTE);**
3. **Clear copy of the two (2) way airline ticket of the FN/employee showing the dates of departure from and return to the Philippines (Note: For Subic – Clark Investor's Visa holders, return ticket may not be submitted if the duration of the travel is for a long period of time.);**
4. **Date of Departure (Note: This requirement shall be covered by item 2);**



5. Name of Foreign National (Last Name, First Name and Middle Name), as supported by a scanned copy of the bio page of the valid Passport of the foreign national (Note: This requirement will also cover Items 3 to 5);
6. Date of Birth;
7. Nationality;
8. Passport Number;
9. Immigration Status/Visa, as supported by a scanned copy of the duly implemented Subic – Clark Visa (Working or Investor's) as reflected in the visa sticker duly attached on the Passport of the FN/employee (Note: This requirement will also cover Item 9);
10. Visa Number; and
11. **Travel Pass details in the prescribed Excel template in soft file copy.**

At this juncture, **except for those returning to the country prior to the expiration of their visas (as supported by the submitted clear copy of the return ticket)**, we clarify that **Subic – Clark Working Visa holders with visa validity periods that are less than one (1) month at the time of the application for Travel Pass shall no longer be issued with Travel Passes**. Instead, the concerned SBF locator/enterprise must request for the downgrading/cancellation of the FN/employee's visa.

We reiterate that, only FNs/employees with valid Subic – Clark visas are required to secure Travel Passes through their respective SBF locator/enterprise-employer. Again, SBF locators/enterprises are reminded to ensure to request for the necessary downgrading and/or cancellation of Subic – Clark visas of their FNs/employees.

Lastly, **please be informed that the SBMA, through its Visa Processing Office will no longer accept or process requests for Travel Pass that do not comply with all the requirements as stated above**. For any clarification on the matter, you may call our Visa Processing Office at (047) 252 – 4257 and look for Ms. Levi N. Quindara or Ms. Liza M. Ladao. ms

For guidance of all concerned.



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