



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

**DOCUMENTARY REQUIREMENTS FOR
 TRAVEL TAX EXEMPTION CERTIFICATE (TEC)
 APPLICATIONS**

SECTION	DESCRIPTION	REQUIREMENTS
1	Non-immigrant aliens whose stay in the Philippines is less than one (1) year	<ul style="list-style-type: none"> • Copy of the page of your passport containing the stamp of last arrival in the Philippines.
2A	Foreign Diplomatic and Consular Officials and Members of their Staff, including the immediate members of their families and household domestics, with authorization from the Philippine Government	<ul style="list-style-type: none"> • Certification from the Office of Protocol, Department of Foreign Affairs or their respective Embassy / Consulate.
2B1	Officials, Consultants, Experts, and Employees of the United Nations (UN) Organization and its agencies (WHO, World Bank, FAO, ILO, UNICEF, UNIFA, etc).	<ul style="list-style-type: none"> • Certification from the United Nations (UN) Organization or its agencies (WHO, World Bank, FAO, ILO, UNICEF, UNIFA, etc.) <p>NOTE: Dependents are also exempted if fare is paid for and certified by the UN. For dependents of employees of other UN agencies, a certification and proof from the organization / agency is required</p>
2B2	Officials, Consultants, Experts and Employees exempted under existing laws, treaties and international agreements	<ul style="list-style-type: none"> • Certification from the agency or organization concerned that the passenger belongs to one of the categories. <p>NOTE: Dependents are also exempted if fare is paid for and certified. For dependents of employees of other agencies, a certification and proof from the organization / agency is required</p>
2B2A	The Philippine Sports Commission and its delegation or representatives to any international sports convention, conference and meeting, and athletes, coaches and other officials to any international competition	<ul style="list-style-type: none"> • Endorsement from the Philippine Sports Commission. • Travel Authority issued by the Philippine Sports Commission. • Invitation from the host country.
2B2B	Balik Scientist Awardees in accordance with Republic Act (RA) 11035, including the Spouse and Dependents of a Balik Scientist under Long-Term engagement	<ul style="list-style-type: none"> • Endorsement from DOST specifying that the Balik Scientist Awardee is exempted from Travel Tax. <p>For the Spouse or Dependent of a Balik Scientist under Long-Term engagement: Proof of Relationship to the Balik Scientist. (Marriage Certificate, Birth Certificate)</p>



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2C	United States (US) Military Personnel including dependents and other US nationals with fares paid for by the US government or on US Government-owned or chartered transport facilities	<ul style="list-style-type: none"> Government Transport Request (GTR) for a plane ticket or certification from the US Embassy that the fare is paid from US Government funds.
2D	Overseas Filipino Worker Directly Hired Abroad going to their job site, including but not limited to: a. Officers and employees of multinational or foreign corporations abroad; b. Missionaries; c. Officers and employees of a branch or subsidiary of a Philippine corporation located abroad; d. Employees of Philippine embassies abroad who were hired on-site; e. Household staff of members of the Philippine Foreign Service officially assigned abroad	<ul style="list-style-type: none"> NOTE: IF HIRED THROUGH POEA, the Overseas Employment Certificate (OEC) serves as the Travel Tax Exemption Certificate (TEC) and THERE IS NO NEED TO APPLY FOR A TEC. If directly hired abroad, please upload your Certificate of Employment issued by the Philippine Embassy / Consulate in the place of work or an Employment Contract authenticated by the Philippine Embassy / Consulate.
2E	Crew members of airplanes plying international routes	Certification from the Civil Aeronautics Board that the crewmember is joining his aircraft, indicating the crew member's name, position, and location of aircraft.
2F	Filipino citizen who is a permanent resident of another country whose stay in the Philippines is less than one (1) year and is going back to their country of permanent residence	<ul style="list-style-type: none"> Copy of the page of your passport containing the stamp of last arrival in the Philippines a. Proof of permanent residence in foreign country (e.g. US Green card, Canadian Form 1000, etc.) FRONT and BACK or b. Valid Certification from the Philippine consulate / embassy indicating that the Filipino has resided uninterruptedly for a period of five (5) years in the foreign country without having been absent therefrom for more than six (6) months in any one year or appropriate stamps in the passport to prove such length of stay.
2G	Members of the Philippine Foreign Service officially assigned abroad who are leaving the country to assume their posts, including their dependents	<ul style="list-style-type: none"> Certification from the Department of Foreign Affairs
2H	Officials and Employees of the Philippine Government traveling on official business (excluding Government-Owned and Controlled Corporations)	<ul style="list-style-type: none"> Clear copy of Travel Authority or Travel Order from the Department Secretary concerned to the effect that such officials / employees are traveling on official business.



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2I	Grantees of foreign government funded trips with which the Philippine Government maintains diplomatic relations	<ul style="list-style-type: none"> • Proof that travel is funded or provided by a foreign government.
2J	Bona-fide Student with a foreign scholarship approved by an appropriate Philippine government agency; United Nations Development Programme (UNDP) Fellow	<ul style="list-style-type: none"> • Certification to this effect from concerned Philippine government agency. NOTE: "Student" is defined as a person attending formal classes in a foreign educational institution for the purpose of taking up a course leading to a diploma, the duration of which is not less than one (1) year. For UNDP Fellow: Certification from UNDP specifying that the Fellow is exempted from Travel Tax.
2L	Personnel (and their dependents) of multinational companies with regional headquarters, but not engaged in business, in the Philippines	<ul style="list-style-type: none"> • Certification to this effect from the Board of Investments.
2M	Those authorized by the President of the Republic of the Philippines for reasons of national interest	<ul style="list-style-type: none"> • Written authorization from the Office of the President expressly entitling the passenger to travel tax exemption.
2B3	Balibbayan who is a Filipino citizen, who have been continuously out of the Philippines for a period of at least one (1) year and whose stay in the Philippines is less than one (1) year	<ul style="list-style-type: none"> • All pages of your current passport. Please combine all scanned pages of the passport in one PDF file. <ul style="list-style-type: none"> • VISA or Residence Card issued by your country of residence. • Airline ticket used in traveling to the Philippines. • NOTE: In case your last arrival in the Philippines is stamped in an old passport, you will need to scan this page from your old passport and include it in the PDF file.
2B4	Filipino Spouse or child of a former Filipino citizen who travelled with the latter to the Philippines whose stay in the Philippines is less than one (1) year	<ul style="list-style-type: none"> • Copy of Foreign passport of former Filipino or other evidence of former Philippine Citizenship. • Latest arrival stamp in the Philippines • Marriage contract of accompanying spouse or Birth certificate or adoption papers of the child.
2MX	Exporters joining international trade, fairs, exhibitions and selling missions endorsed by the Export Development Council (EDC)	<ul style="list-style-type: none"> • Endorsement from the Export Development Council (EDC).