



ANUNSYO PARA SA MGA CLIENTE NA GUSTONG MAGBAYAD NG CONSULAR FEES ONLINE SIMULA NG 1 OKTUBRE 2020

Kung nakuha na ninyo ang email ng Embahada na nagsasabi na pwede na ninyong bayaran ang consular service na in-applyan ninyo, pakisunod lang ang mga sumusunod na hakbang para magbayad online o mag-online bank transfer (*virement*) sa Embahada:

1. Pakihanap ang mga detalyeng ito sa email ng Embahada sa inyo:
 - ang inyong **transaction number** (ganito ang pagkakasulat: 20-09-xxx),
 - ang suma-total ng dapat ninyong bayarang **consular fee**,
 - ang kumpletong **detalye ng bank account ng Embahada**.
2. **Paki-log-in sa online bank account ninyo** at piliin ang option na payment/transfers. Pakisunod ang instructions doon at pakilagay ang tamang mga detalye.
3. **Paki-type ang exact amount ng consular fee** na nasa email ng Embahada. (Ang lahat ng bank charges ay babayaran ng cliente.)
4. Paki-type sa puwang para sa Reason for Payment (*Motif du Paiement*) and Payment Reference (*Reference du Paiement*) ang **transaction number at apelyido ng cliente/aplikante**. Ganito ang halimbawa ng pagkasulat: 20-09-001 DELA CRUZ.
5. Kapag nakumpleto na ninyo ang online payment/bank transfer, paki-print o paki-**screenshot ang confirmation/proof of payment or credit advice at paki-email sa paris.pe@dfa.gov.ph**.
6. Kapag nakuha ng Embahada ang email na ito, mag-eemail naman sa iyo ang Embahada ng kanilang sagot na nagkukumpirma na pumasok na sa bangko nito ang bayad. Posibleng umabot ng tatlong araw ang pagpasok ng pera sa bangko ng Embahada, kaya posibleng saka pa lang makakapag-email ang Embahada sa inyo ng kaniyang confirmation.
7. Kapag nakuha na ng Embahada ang bayad, gagawin na ang resibo (**Official Receipt**) ninyo. Ipadala ito by mail, kasama ng consular documents na in-apply ninyo.

Importanteng tandaan:

- a) Ang pag-proseso ng consular service application ninyo ay magsisimula lamang kapag nakuha na ng Embassy ang:
 - kumpletong requirements/dokumento para sa application at ang proof of payment na parehong manggagaling sa inyo, at
 - clearance galing sa bangko ng Embahada ng inyong online payment/transfer.
- b) Ang bilang ng araw na kailangan para maproseso ang consular application ninyo ay hiwalay pa sa:
 - panahon na kailangan para ma-clear sa bangko ang online payment/transfer, at
 - panahon na kailangan ng La Poste o ng iba pang courier service para makarating sa inyo ang ipinadalang dokumentong consular.
- c) Lahat ng bayad ay non-refundable.



ANNOUNCEMENT FOR CLIENTS WHO WISH TO PAY THEIR CONSULAR FEES ONLINE STARTING 1 OCTOBER 2020

If you have already received the Embassy's email to proceed with the payment for the consular service that you are applying for, please take the following steps to pay online (make an online bank transfer or *virement*) to the Embassy:

1. From the Embassy's email to you, **please note**:
 - your **transaction number** (sample format: 20-09-xxx),
 - the exact amount of the **total consular fee** that should be paid,
 - the complete **bank account details** of the Embassy.
2. **Please log-in** to your online bank account and select the option for payment/transfers. Follow the instructions on screen and enter the correct details.
3. **Please enter only the exact amount** specified by the Embassy in its email. (All bank charges are to be shouldered by the client.)
4. Please enter in the blank space for the Reason for Payment (*Motif du Paiement*) and Payment Reference (*Reference du Paiement*) **the transaction number and last name of the client/applicant**. Here is sample format: 20-09-001 DELA CRUZ.
5. Upon completion of the online payment/bank transfer, **please print or take a screenshot of the confirmation/proof of payment or credit advice and email this to paris.pe@dfa.gov.ph**.
6. Upon receipt of your email, **the Embassy will send an email reply to you confirming if the amount was successfully transferred or not**. Please note that the transfer may take up to three days for it to be credited to the Embassy account, hence the confirmation email of the Embassy can only be sent after this time.
7. Once the payment is confirmed, your **Official Receipt** will be prepared. This will be mailed to you, along with the consular documents applied for.

Important points to note:

- a) The processing of your consular service application can only begin upon receipt by the Embassy of:
 - the complete requirements/documents and proof of payment from you, and
 - the clearance of your payment/transfer to the Embassy's bank.
- b) The consular service processing time period is separate from:
 - the waiting period for the bank to give its clearance of your online payment/transfer, and
 - the delivery time for the postal service to give you the mailed consular documents.
- c) All payments are non-refundable.