



PAYMENT INSTRUCTIONS TO VISA APPLICANTS:

1. Go to any branch of **METROBANK**.
2. Get two (2) copies of appropriate Deposit Slip and fill out the information indicated below:
 - 2.1 Type of Account: **Current; Peso**
 - 2.2 Write accurately the Account Number as indicated below:
 - **7-151-51420-7**
 - 2.3 Write **Delbros International Logistics, Inc.** on the Account Name portion of the slip.
 - 2.4 Write the amount to be deposited. The amount is indicated on the letter of the US Embassy. **NOTE:** Only "**CASH**" deposits are accepted.
3. Proceed to the counter and hand over the cash and deposit slip to the Bank Teller.
4. Secure from the Bank Teller the duplicate copy of the validated deposit slip.

All deposits made will be credited to **Delbros International Logistics, Inc. (DELBROS)** that will be responsible for handling the document verification requested by the US Embassy.

To enable Delbros to identify and validate the deposit you made, you must immediately inform them through SMS or Text Messaging:

- a) Text the following information accurately in accordance with this format:

<p>USE/Case No./Visa Applicant's Full Name/Branch Name/ Date of Deposit/Time of Deposit/Amount Deposited</p>

Where: **USE** - keyword for US Embassy

Case No. - the case no. assigned by the US Embassy, as specified on the letter.

Please make sure to key enter the case number accurately.

Visa Applicant's Full Name - format should be *Last Name, First Name, Middle Name*

Branch Name - the branch of Metrobank where you made the deposit

Date of Deposit - the date deposit was made. Please refer to the validated deposit slip.

Time of Deposit - the time deposit was made. Please refer to the validated deposit slip.

Amount Deposited - the amount deposited as payment for the document verification

NOTE: Please make sure to separate each information with the slash symbol (/)

Examples: USE/MNL123456789/Dela Cruz, Juan Pablo Santos/Mandaue City/
11Nov2007/11:45AM/PHP1300

USE/MNL987654321/Montemayor, Maria Angelica Fatima Buenaventura/
Gil Puyat Ave/NOV 28, 2007/1430PM/PHP650

- b) Send to **(0917) 5555-313**

You will receive a text reply from Delbros once you have successfully sent the foregoing information.