

CHECKLIST OF REQUIREMENTS FOR ALIEN EMPLOYMENT PERMIT

ISSUANCE

- Application Form duly accomplished and must be notarized
- Contract of Employment/Appointment/
- Notarized Board Secretary's Certificate on the election of Foreign Nat'l
- (Original or duplicate original is required)**
- Certified Photocopy of passport with visa or Certificate
- of Recognition for refugees
- Photocopy of Mayor's Permit
- (if Mayor's permit is not applicable submit copy of SEC Registration or
- Photocopy of PEZA Registration Certificate for 47a2 visa holders)
- Pictures 2 pcs 1x1 and 2 pcs 2x2
- Other documents (e.g. cover/endorsement letter of application and
- authorization letter from company or alien)

RENEWAL

- Application Form duly accomplished and must be notarized
- Contract of Employment/Appointment/
- Notarized Board Secretary's Certificate on the election of Foreign Nat'l
- Certified Photocopy of passport with visa
- Photocopy of updated Mayor's Permit
- AEP Card previously issued or photocopy of current AEP
- Other documents (e.g. cover/endorsement letter of application and
- authorization letter from company or alien)

NOTE: Original passport and other documents when applicable, should be presented for validation

SRRV holders are required to submit a valid identification card from PLRA

SIRV holders are required to submit a certification from Board of Investments (BOI) regarding existing investment or valid ID card from BOI

FEES:

Upon filing of application, the applicant shall pay a fee of Eight Thousand Pesos (P8,000) for each application for AEP with a validity of one (1) year. In case the period of employment is more than one year, an additional Three Thousand Pesos (P3,000) shall be charged for every additional year of validity or a fraction thereof. In case of renewal, the applicant shall pay a fee of Three Thousand (P3,000) for each year of validity or a fraction thereof.

A **REPLACEMENT FEE** of six hundred pesos (P 600) shall be paid to the regional office for card replacement (i.e. change in position amendment of validity and lost AEP)

DEPARTMENT ORDER NO. 75-06, SERIES OF 2006

RULE II, NO 6 RENEWAL OF PERMIT

An application for Renewal of AEP shall be filed on or before its expiration. Application of foreign nationals with expired AEPs shall be considered as a new application.

In case of corporate officers, whose election or appointment takes place on or before expiration of AEP, the application shall be filed not later than ten (10) working days after election or appointment and before expiration of the AEP.

In case the election or appointment will take place after the expiration of the AEP, the application for renewal shall be filed on or before the expiration of the AEP, and shall be renewed for one (1) year. In case the foreign nationals is not re-elected or re-appointed, the AEP shall be automatically revoked. Within (ten) 10 working days after the date of election or appointment, the foreign national shall submit to the issuing Regional Office the Board Secretary's Certificate of Election or Appointment.

Rule VI. Fines for Working Without AEP

The Regional Director shall have the power to order and impose a fine of Ten Thousand Pesos (10,000) for every year or a fraction thereof on foreign nationals found working without an AEP or with an expired AEP.

PENALTIES:

Rule VI. Fines for Working Without AEP

The Regional Director shall have the power to order and impose a fine of Ten Thousand Pesos (10,000) for every year or a fraction thereof on foreign nationals found working without an AEP or with an expired AEP.

Department of Labor & Employment

National Capital Region

Employment Promotion Division

3/F Dy Int'l Bldg., 1650 San Marcelino cor. Gen Malvar Sts. Malate Manila *Tel Nos: 339-2016 / 400-6011