



ADVISORY

ALIEN EMPLOYMENT PERMIT APPLICATION

To: Alien Employment Permit Applicants

Date: 04 September 2014

In compliance with the ISO please be advised that starting 01 August 2014 the Alien Employment Regulation Unit (AERU) will no longer accept Alien Employment Permit (AEP) applications with incomplete requirements and with the following deficiencies:

- No Tax Identification Number (TIN) . The applicant must present TIN card or appropriate Bureau of Internal Revenue (BIR) form duly received by BIR;
- No ID photo;
- Employment contract with no explicit date of duration/ effectivity;
- Presentation of original Passport for new application;
- Surrender of the previously issued AEP card.

For your information and guidance.

MA. ZENAIDA A. ANCARA-CAMPITA
Regional Director