



REQUIREMENTS FOR ISSUANCE AND RENEWAL OF ALIEN EMPLOYMENT PERMIT

1. Request Letter addressed to **Henry John S. Jalbuena, Regional Director**;
2. Photocopy of company ID / passport bio page of authorized signatory.
3. Previously issued AEP card (**for renewal**);
4. Duly accomplished Application Form with Reference Control Number (Downloaded thru DOLE IV-A website*) with Latest 2x2 photo in white background;
5. **Any of the following, whichever is applicable:**
 - o **Non-elective Positions**- Original copy of notarized Contract of Employment/ Appointment letter containing the following information:
 - Effectivity date must be stated explicitly
 - Enumerating duties and responsibilities
 - Annual salary and other benefits;
 - o **Elective Positions** - Original copy of notarized Corporate Secretary's Certificate containing the following information:
 - Effectivity date must be stated explicitly
 - Enumerating duties and responsibilities
 - Annual salary and other benefits
6. Photocopy of Passport bio page with latest Visa or Certificate of Recognition for refugees (**Original passport must be presented for new applicant**);
7. Any of the following, whichever is applicable:
 - o Certified True Copy of Mayor's Permit to operate business
 - o Certificate of Registration from PEZA
 - In the case of Construction company**
 - o Photocopy of license from PCAB or DO 174-17 Registration
8. Certified True Copy (**from SEC**) of updated General Information Sheet (GIS);
9. Certified True Copy (**from SEC**) of Securities and Exchange Commission (SEC) Registration, Articles of incorporation and by-laws;
10. TIN Number with appropriate BIR Form duly received by BIR (1902, 1904, e- TIN confirmation slip, TIN Verified) or TIN Card; and
11. Authorization letter¹ from the company and photocopy of company ID.

REQUIREMENTS FOR CERTIFICATE OF EXCLUSION

FOR PRESIDENT, TREASURER AND MEMBER OF GOVERNING BOARDS (EXCLUDING THOSE LISTED IN THE FOREIGN INVESTMENT NEGATIVE LIST);

1. Request Letter addressed to **Henry John S. Jalbuena, Regional Director**;
2. Photocopy of company ID / passport bio page of authorized signatory;
3. Previous issued AEP Card / Certificate of Exclusion (**for renewal**);
4. Board Secretary's Certificate of Election;
5. Photocopy of Passport bio page with latest Visa or Certificate of Recognition for refugees (**Original passport must be presented for new applicant**);
6. Any of the following, whichever is applicable:
 - Certified of Registration from PEZA.
 - Certified true copy of valid business/Mayor's permit of the Philippine based company or enterprise;
7. Certified true copy from SEC of the updated General Information Sheet (GIS) showing the name and position of the foreign national;
8. Certified True Copy (**from SEC**) of Securities and Exchange Commission (SEC) Registration, Articles of incorporation and by-laws; and
9. Authorization letter from the company and photocopy of company ID;
10. **Member of Governing Boards** - Certification that the requesting foreign national is a member of the governing board with voting rights only, will not in any manner intervene in the management and operation of enterprise and with no intention to obtain gainful employment.

As per Department Order No. 186, Series of 2017
**REVISED RULES FOR THE ISUANCE OF
 EMPLOYMENT PERMITS TO FOREIGN NATIONALS**
EFFECTIVE: DEC 09, 2017

FEES FOR AEP APPLICATION ARE AS FOLLOWS:

New Application/Change in Position	9,000.00
Renewal	4,000.00
Renewal with Additional Position	8,000.00
Replacement	1,500.00
Penalty	20,000.00
Exclusion	500.00