



**APPLICATION FOR LICENSE TO OPERATE A  
 PRIVATE EMPLOYMENT AGENCY**

NAME OF AGENCY: \_\_\_\_\_

ADDRESS OF AGENCY: \_\_\_\_\_

TIN No. \_\_\_\_\_ TEL/FAX Nos. \_\_\_\_\_

**TYPE OF BUSINESS ORGANIZATION:** *(Please check)*

Sole Proprietorship

Partnership

Corporation

Date of Registration: \_\_\_\_\_ Reg. No. \_\_\_\_\_

**COMPREHENSIVE DESCRIPTION OF OPERATION:**

\_\_\_\_\_  
 \_\_\_\_\_

**FINANCE:**

Total Assets: \_\_\_\_\_ Bank Statement \_\_\_\_\_

Total Liabilities: \_\_\_\_\_ Date of Statement \_\_\_\_\_

Networth: \_\_\_\_\_

Paid-in-Capital: \_\_\_\_\_

Date of Statement: \_\_\_\_\_

**MANAGEMENT AND STAFF:**

NAME	DESIGNATION	ADDRESS

In witness whereof, I have hereunto affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ in \_\_\_\_\_.

\_\_\_\_\_  
 (Applicant's Name and Signature)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ in \_\_\_\_\_,  
 Applicant exhibiting to me his/her Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

**NOTARY PUBLIC**

Doc. No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
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