



**Republic of the Philippines**  
**Department of Labor and Employment**  
 Regional Office No. \_\_\_\_  
**PRIVATE EMPLOYMENT AGENCY LICENSE**  
**APPLICATION FORM**

**Please read the instructions carefully before filling up this application form.**

<b>Transaction Type</b>	<input type="checkbox"/> New <input type="checkbox"/> Renewal	<input type="checkbox"/> Domestic Workers <input type="checkbox"/> Industry <input type="checkbox"/> Both	<b>To avoid delay, strictly no erasures and supply all data and necessary documents.</b>
<b>Type of Business Registration:</b>	<input type="checkbox"/> Sole <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation		

**BUSINESS DETAILS**

Name of Agency:		Net Worth/Paid-up Capital:		
Address of Agency:	<input type="checkbox"/> Owned <input type="checkbox"/> Leased	Contact Details:		
No. of Employee/s:	DTI/SEC Registration No.:	PEA License No.:		
Website Address (if applicable):	TIN:			
Social Media Accounts:	Other/s:			
<b>Name of President/Owner:</b>	<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Name Extension (Sr., Jr., etc)</b>
Contact details:				Citizenship:
Civil Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Others: _____	Sex: _____			<input type="checkbox"/> Male <input type="checkbox"/> Female

**MANAGEMENT AND STAFF**

Name	Designation	Address	Contact No.	Email

**UNDERTAKING**

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

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

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ in \_\_\_\_\_, Applicant exhibiting to me his/her government-issued ID \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

Doc. No. \_\_\_\_\_      Book No. \_\_\_\_\_  
 Page No. \_\_\_\_\_      Series of \_\_\_\_\_

**FOR DOLE USE ONLY**

Received By:  <p align="center"><b>Name and Designation/Date</b></p>	Reviewed By:  <p align="center"><b>Name and Designation/Date</b></p>
Approved By:  <p align="center"><b>Regional Director/Date</b></p>	Receipt No.: _____ Date of Issuance: _____ Issued by: _____

**List of Documentary Requirements**

- The applicant for license to operate a PEA shall submit a duly accomplished application form together with the complete requirements, as applicable:
- Valid NBI Clearance of the applicant owner, or the partners in case of partnership, or in case of corporation, its officers and directors;
  - Certified True Copies (CTCs) of the Certificate of Business Name Registration and original application form from the Department of Trade and Industry for single proprietorships; or CTCs of the Articles of Partnership, Certificate of Incorporation and By-Laws from the Securities and Exchange Commission and updated General Information Sheet (GIS) for partnerships and corporations;
  - Documentary proof of ownership: Transfer Certificate of Title or Contract of Lease of an office space with at least forty (40) square meters floor area for the exclusive use of the agency. In case of lease, the contract must be for a period of at least one (1) year with an option for renewal;
  - Certificate of participation/attendance by the owner, partners, president, general managers, or agency's management representative to the Pre-Application Orientation (PAO);
  - Certificate of No Pending Case from the Department of Labor and Employment;
  - Notarized Affidavit of Undertaking; and
  - Notarized statement of assets, liabilities, and net worth (SALN) or an audited financial statement duly received by the Bureau of Internal Revenue for the net worth; or Articles of Partnerships or Incorporations and CTC of GIS for the paid-up capital.
  - Mayor's permit (for renewal)