



REQUIREMENTS FOR APPLICATION OF PEA LICENSE

NEW

- Duly **accomplished and notarized** Application Form in two (2) copies;
- **Certified true copy** of certificate of registration of the following:
 - SEC for partnership and corporation (with Articles of Partnership or Incorporation)
 - DTI for single proprietorship
- Any proof of 1M minimum net worth, in case of sole proprietorship:
 - Bank certificate; or
 - Latest audited financial statement; and
 - DTI Certificate of Capitalization
- Any proof of 1M minimum paid-up capital, in case of partnership and corporation:
 - Latest audited financial statement;
 - Articles of partnership or corporation;
 - Certificate of increase of Capital Stock issued by SEC;
 - Certificate of Corporate Filing issued by SEC; and
 - Approved Amendments of Articles of Partnership or Corporation
- In case of single proprietor, copy of original application obtain from DTI;
- Certificate of Land Title or Lease Contract for a period of one (1) year with an option for renewal. Office area must be identified with at least fifty (50) square meters space;
- **Original** NBI clearance of the applicant, or the partners in the case of the partnership, or case of a corporation, its officers and directors;
- **Notarized** Affidavit of Undertaking stating among others that the applicant shall:
 - Not support or engage in acts involving illegal recruitment, trafficking in persons, violation of Anti-Child Labor Law or crimes involving moral turpitude or similar activities;
 - Ensure that DOLE Standard Recruitment are adhered to by the parties;
 - Not collect any fees whatsoever from the applicants; and
 - Assume full responsibility for all acts of its officers, employees and representatives in connection with recruitment and placement activities.
- Appointment/Contract of Employment (notarized and signed by both parties), bio-data, 2x2 pictures and original NBI Clearance of the Office Manager and Office Secretary or Clerk who must be knowledgeable in the preparation and review of documents;
- List of representatives who must be at least college level and/or with proof of relevant training or experience in the recruitment industry; and
- Certificate of Attendance to Pre-Application Seminar.

Payment should be as follows:

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| FILING FEE: | P 5,000.00 (Cash/Manager's Check) |
| LICENSE FEE: | P 15,000.00 (Manager's Check/Cashier's Check) |
| CASH BOND: | P 50,000.00 (Manager's Check/Cashier's Check) |
| SURETY BOND for three (3) years: | P 100,000.00 (Manager's Check/Cashier's Check) |

Note: Application shall only be processed upon submission of complete documentary requirements.

RENEWAL

- Duly **accomplished and notarized** Application Form in two (2) copies;
- **Certified true copy** of certificate of registration of the following:
 - SEC for partnership and corporation (with Articles of Partnership or Incorporation)
 - DTI for single proprietorship
- Any proof of 1M minimum net worth, in case of sole proprietorship:
 - Bank certificate; or
 - Latest audited financial statement; and
 - DTI Certificate of Capitalization
- Any proof of 1M minimum paid-up capital, in case of partnership and corporation:
 - Latest audited financial statement;
 - Articles of partnership or corporation;
 - Certificate of increase of Capital Stock issued by SEC;
 - Certificate of Corporate Filing issued by SEC; and
 - Approved Amendments of Articles of Partnership or Corporation
- In case of single proprietor, copy of original application obtain from DTI;
- Certificate of Land Title or Lease Contract for a period of one (1) year with an option for renewal. Office area must be identified with at least fifty (50) square meters space;
- **Original** NBI clearance of the applicant, or the partners in the case of the partnership, or case of a corporation, its officers and directors
- **Notarized** Affidavit of Undertaking stating among others that the applicant shall:
 - Not support or engage in acts involving illegal recruitment, trafficking in persons, violation of Anti-Child Labor Law or crimes involving moral turpitude or similar activities;
 - Ensure that DOLE Standard Recruitment are adhered to by the parties;
 - Not collect any fees whatsoever from the applicants; and
 - Assume full responsibility for all acts of its officers, employees and representatives in connection with recruitment and placement activities.
- Appointment/Contract of Employment (notarized and signed by both parties), bio-data, 2x2 pictures and original NBI Clearance of the Office Manager and Office Secretary or Clerk who must be knowledgeable in the preparation and review of documents;
- List of representatives who must be at least college level and/or with proof of relevant training or experience in the recruitment industry;
- Certificate of Attendance to Pre-Application Seminar;
- Copy of placement reports covering the validity of existing license; and
- Copy of existing license.

Payment should be as follows:

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|----------------------------------|--|
| FILING FEE: | P 5,000.00 (Cash/Manager's Check) |
| LICENSE FEE: | P 15,000.00 (Manager's Check/Cashier's Check) |
| CASH BOND: | P 50,000.00 (Manager's Check/Cashier's Check) |
| SURETY BOND for three (3) years: | P 100,000.00 (Manager's Check/Cashier's Check) |

Note: Application shall only be processed upon submission of complete documentary requirements.