



## REQUIREMENTS FOR APPLICATION OF PEA LICENSE

### NEW

- Duly **accomplished and notarized** Application Form in two (2) copies;
- **Original valid** NBI clearance of the applicant, or the partners in the case of the partnership, or case of a corporation, its officers and directors;
- **Certified true copy** of the following:
  - For single proprietorships
    - Certificate of Business Name Registration
    - Original Application Form (from DTI)
  - For partnerships and corporations
    - Articles of Partnership
    - Certificate of Incorporation and By-Laws
    - Updated General Information Sheet (GIS)  
*(all documents obtained from the SEC)*
- Certificate of Land Title or Lease Contract for a period of at least one (1) year with an option for renewal. Office area must be identified with at least forty (40) square meters space;
- Certificate of Attendance to Pre-Application Seminar;
- Certificate of No Pending Case from the DOLE;
- **Notarized** Affidavit of Undertaking stating that the applicant shall:
  - not collect fees whatsoever from the applicants
  - denounce and never support nor engage in any or all acts involving illegal recruitment, trafficking in persons, violation of Anti-Child Labor Laws or crimes involving moral turpitude or similar activities
  - not engage in illegal recruitment, trafficking in persons, anti-child labor violation, or crimes involving moral turpitude in relation to illegal recruitment activities
  - assume full responsibility for all acts of its officers, employees, and representatives in the conduct of recruitment and placement activities
  - not engage in job contracting or subcontracting
  - provide bonds issued by a bonding company accredited by the Insurance Commission
- Proof of 1M minimum net worth, in case of sole proprietorship:
  - Notarized Statement of Assets, Liabilities and Net Worth (SALN); **or**
  - Audited financial statement duly received by the BIR
- Proof of 1M minimum paid-up capital, in case of partnership and corporation:
  - Articles of Partnership or Incorporation; **and**
  - Certified true copy of the GIS (for corporations only)

**Payment should be as follows:**

FILING FEE:	Php5,000.00 (Cash/Manager's Check)
LICENSE FEE:	Php15,000.00 (Manager's Check/Cashier's Check)
CASH BOND:	Php50,000.00 (Manager's Check/Cashier's Check)
SURETY BOND for three (3) years:	Php100,000.00 (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;
- **Original valid** NBI clearance of the applicant, or the partners in the case of the partnership, or case of a corporation, its officers and directors;
- **Certified true copy** of the following:
  - For single proprietorships
    - Certificate of Business Name Registration
    - Original Application Form (from DTI)
  - For partnerships and corporations
    - Articles of Partnership
    - Certificate of Incorporation and By-Laws
    - Updated General Information Sheet (GIS)  
*(all documents obtained from the SEC)*
- Certificate of Land Title or Lease Contract for a period of at least one (1) year with an option for renewal. Office area must be identified with at least forty (40) square meters space;
- Certificate of Attendance to Pre-Application Seminar;
- Certificate of No Pending Case from the DOLE;
- **Notarized** Affidavit of Undertaking stating that the applicant shall:
  - not collect fees whatsoever from the applicants
  - denounce and never support nor engage in any or all acts involving illegal recruitment, trafficking in persons, violation of Anti-Child Labor Laws or crimes involving moral turpitude or similar activities
  - not engage in illegal recruitment, trafficking in persons, anti-child labor violation, or crimes involving moral turpitude in relation to illegal recruitment activities
  - assume full responsibility for all acts of its officers, employees, and representatives in the conduct of recruitment and placement activities
  - not engage in job contracting or subcontracting
  - provide bonds issued by a bonding company accredited by the Insurance Commission
- Proof of 1M minimum net worth, in case of sole proprietorship:
  - Notarized Statement of Assets, Liabilities and Net Worth (SALN); **or**
  - Audited financial statement duly received by the BIR
- Proof of 1M minimum paid-up capital, in case of partnership and corporation:
  - Articles of Partnership or Incorporation; **and**
  - Certified true copy of the GIS (for corporations only);
- Proof of submission of placement reports; and
- Photocopy of existing license.

**Payment should be as follows:**

FILING FEE:	Php5,000.00 (Cash/Manager's Check)
LICENSE FEE:	Php15,000.00 (Manager's Check/Cashier's Check)
CASH BOND:	Php50,000.00 (Manager's Check/Cashier's Check)
SURETY BOND for three (3) years:	Php100,000.00 (Manager's Check/Cashier's Check)

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