



REQUIREMENTS FOR ISSUANCE AND RENEWAL OF AEP

ISSUANCE

- Indorsement/Request Letter address to **Ms. Zenaida A. Angara-Campita, Regional Director**,
- Application Form with Reference Number (downloaded thru DOLE IV-A website*) duly accomplished (with latest 2x2 photo in white background);
- Photocopy of Passport with visa or Certificate of Recognition for refugees (Original passport must present for New application);
- Original copy of notarized Contract of Employment/ Appointment letter for non-elective position and Corporate Secretary's Certificate for Elective Positions enumerating the duties and responsibilities, annual salary, and other benefits of the foreign national; Effectivity date must be stated explicitly;
- Photocopy of Mayor's Permit to operate business, in case of locators in economic zones, Certification from the PEZA or the ecozone Authority that the company is located and operating within the ecozone, while in the case of construction company, photocopy of license from PCAB or DO 18-A Registration should be submitted in lieu of Mayor's Permit;
- Copy of employer's understudy training program to be conducted by the foreign national to transfer knowledge and/or skills to the Filipino worker;
- TIN Number with appropriate BIR Form duly received by BIR or TIN Card;
- Other documents if necessary to prove the existence of the company or the foreign nationals; and
- Representative must secure an Authorization Letter from the Company or from foreign national, authorizing them to file and claim the AEP.

RENEWAL

- Indorsement/Request Letter address to **Ms. Zenaida A. Angara-Campita, Regional Director**,
- Application Form with Reference Number (downloaded thru DOLE IV-A website*) duly accomplished (with latest 2x2 photo in white background);
- Certified photocopy of Passport with visa or Certificate of Recognition for refugees;
- Original copy of notarized Contract of Employment/ Appointment letter for non-elective position and Corporate Secretary's Certificate for Elective Positions enumerating the duties and responsibilities, annual salary, and other benefits of the foreign national; Effectivity date must be stated explicitly;
- Photocopy of Mayor's Permit to operate business, in case of locators in economic zones, Certification from the PEZA or the ecozone Authority that the company is located and operating within the ecozone, while in the case of construction company, photocopy of license from PCAB or DO 18-A Registration should be submitted in lieu of Mayor's Permit;
- Copy of employer's understudy training program to be conducted by the foreign national to transfer knowledge and/or skills to the Filipino worker;
- TIN Number with appropriate BIR Form duly received by BIR or TIN Card;
- Original AEP Card previously issued;
- Other documents if necessary to prove the existence of the company or the foreign nationals; and
- Representative must secure an Authorization Letter from the Company or from foreign national, authorizing them to file and claim the AEP.