



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. 1
 City of San Fernando, La Union

Code	GL-CPM9-11
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ALIEN EMPLOYMENT PERMIT (AEP) APPLICATION

GUIDE ON AEP APPLICATION REQUIREMENTS FOR APPLICANTS

IMPORTANT:

Applicants to submit *two (2) sets of application* in separate ordinary folders and Letter of Intent

CHECKLIST OF REQUIRED DOCUMENTS	GUIDANCE NOTE
1. Duly accomplished Application Form	<p>✓ All fields are properly filled-out</p> <p>Box II. Personal Data</p> <ol style="list-style-type: none"> 1. Expiration Date refers to the expiration date of Passport 2. Type of VISA and its validity; 3. Highest educational Attainment and Course of Study (AEP Clarificatory Guidelines No. 1 dated February 27, 2018) <ul style="list-style-type: none"> - <i>Basic – Elementary and High School</i> - <i>Intermediate – College</i> - <i>Advance – Masteral and Doctoral</i> 4. Contact information of foreign national – Landline or Mobile phone 5. Email address – active email address <p>Box III. Present Employment</p> <ol style="list-style-type: none"> 1. Position consistent with the Employment Contract/Certificate of Appointment 2. Place of Assignment – municipality and province 3. Name of Company/Employer - indicate business name as registered with DTI or SEC 4. Contact number of employer– Landline or Mobile phone 5. Email address of employer – active email address 6. Nature of Business – indicate the kind of business the employer is engage in, i.e. agriculture, hotel and restaurant, manufacturing, mining and quarrying , education, etc. <p>Box IV. Employment History in the Philippines</p> <ol style="list-style-type: none"> 1. Previous employment history in the Philippines – use additional sheet if necessary <p>Box V. Declaration</p> <ol style="list-style-type: none"> 1. Name AND signature of foreign national are affixed 2. Date of signing should appear in the designated portion <p>Box VI. Endorsement by the Employer</p> <ol style="list-style-type: none"> 1. Employment Size – breakdown of Filipino and foreign nationals’ workers 2. Name AND signature of employer are affixed – consistent with employer who signed in the Employment Contract/Certificate of Appointment 3. Date of signing should appear in the designated portion <p>✓ Personal details listed consistent on the details of copy of passport submitted</p> <p>✓ 2x2 Picture</p> <ol style="list-style-type: none"> 1. Studio taken picture

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	<p>2. Casual top, no spaghetti strap/sleeveless top/tube-top for female applicants</p> <p>3. White background and preferably colored top</p> <p>✓ Foreign national to submit Tax Identification Number (TIN) if available for New and mandatory for renewal</p> <ul style="list-style-type: none"> - TIN is one of the required information in printing the PVC-type AEP ID - For new applicants without TIN, provide DOLE copy of TIN within 1 month
<p>2. Photocopy of passport with valid visa, except for temporary visitor's visa in case of renewal or Certificate of Recognition for Refugees or Stateless Persons</p>	<p>✓ Photocopy of BIO page and Visa page, preferably colored</p> <p>✓ DOLE to verify copy of the passport upon presentation of original passport</p> <p>For new applications</p> <ol style="list-style-type: none"> 1. Valid 9a/temporary/visit visa accepted 2. Valid SRRV accepted <p>For renewal applications</p> <ol style="list-style-type: none"> 1. Should be 9g/Pre-arranged Employment visa 2. SRRV accepted – still valid 3. Expired Tourist Visa or temporary visitor's visa shall no longer be accepted (AEP Clarificatory Guidelines No. 1 dated February 27, 2018)
<p>3. Original copy of notarized appointment or Contract of Employment enumerating the duties and responsibilities, annual salary, and other benefits of the foreign national;</p>	<p>✓ Information needed to be indicated in the Contract of Employment (COE):</p> <ol style="list-style-type: none"> 1. Employment period – indicate the year/s of contract <ul style="list-style-type: none"> - "Will commence upon issuance of AEP" 2. Salary and other benefits 3. Job description or duties and responsibilities* (Can be a separate document/companion document like Annex) 4. Qualifications of foreign national suited for the putative work* <p style="text-align: center;"><i>* Information needed in the Publication of new application</i></p> <p>✓ Signed by all parties involved</p> <p>✓ If contract indicates witness, ensure witness/es signed in the contract</p> <p>✓ Notarized</p>
<p>4. Photocopy of Mayor's Permit to operate business, in the 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 case of a construction company, photocopy of license from PCAB or D.O. 174-17 Registration should be submitted in lieu of Mayor's Permit;</p>	<p>Submit one of the following:</p> <ol style="list-style-type: none"> 1. Mayor's Permit <ul style="list-style-type: none"> ✓ Certified copy of the original Business/Mayor's Permit issued by Business and Permits Licensing Office of LGUs (AEP Clarificatory Guidelines No. 1 dated February 27, 2018) 2. Certification from the PEZA or the Ecozone Authority that the company is located and operating within the ecozone <ul style="list-style-type: none"> ✓ Original copy 3. Construction company <ul style="list-style-type: none"> ✓ Certified copy of PCAB License by issuing office ✓ Certified copy of the D.O. 174-17 Registration by issuing office

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<p>5. Business Name Registration and Application Form with Department of Trade and Industry or SEC Registration and GIS</p>	<p>For Single Proprietorship</p> <ul style="list-style-type: none"> ✓ Photocopy of Business Name Registration AND ✓ Photocopy of Business Name Registration Application Form with Department of Trade and Industry ✓ Present original for verification <p>For Corporations</p> <ul style="list-style-type: none"> ✓ Certified copy of the SEC Registration by Securities and Exchange Commission AND ✓ Certified copy of the <i>Updated</i> General Information Sheet (GIS) in each and every pages by Securities and Exchange Commission (<i>AEP Clarificatory Guidelines No. 1 dated February 27, 2018</i>)
<p>6. If the position title of foreign national is included in the list of regulated professions, a Special Temporary Permit (STP) from the Professional Regulations Commission (PRC); and</p>	<p>For foreign nationals who intend to practice their profession in the country</p> <ul style="list-style-type: none"> ✓ Foreign national to secure a STP from PRC ✓ For profession with STP of 6 months only, validity of AEP is 1 year. ✓ STP consistent with the AEP validity applied
<p>7. If the position is covered by the Anti-Dummy Law, an Authority to Employ Foreign National (ATEFN) from the DOJ or from the DENR in case of mining; and</p>	<p>Authority to Employ Foreign National (ATEFN) by DOJ</p> <ul style="list-style-type: none"> ✓ For employers covered by the Anti-Dummy Law – require employer to submit Authority to Employ Foreign National (ATEFN) from the DOJ <p>*The anti-dummy law prohibits the employment of nonresidents foreign national in any corporation or association engaged in business as the exercise or enjoyment of which is expressly reserved by the Constitution or the law to citizens of the Philippines or whose capital should be at least 60-percent Filipino-owned, except technical personnel whose employment may be specifically authorized by the Secretary of Justice</p> <p>Employer who falls under wholly or partially nationalized business (EO No. 184 The 10th Regular Foreign Investment Negative List), require employer to submit ATEFN</p> <ul style="list-style-type: none"> ✓ The secretary of Justice specifically authorizes the employment of foreign nationals as “technical personnel”. <p>Authority to Employ Foreign National by DENR</p> <ul style="list-style-type: none"> ✓ The Mining Act of 1995 (RA 7942) Section 62 authorizes the employment of foreign nationals for “technical and specialized work which requires highly-specialized training or extensive experience in exploration, development or utilization of mineral resources” subject to approval of Director of Mines.
<p>8. If filed by a representative, authorization letter from the company or foreign national</p>	<p>Authorization of representative may include:</p> <ol style="list-style-type: none"> 1. Board resolution OR 2. Letter authorizing the representative signed by employer, preferably using the company letter head <ul style="list-style-type: none"> ✓ Authorized representative to present an ID for identification