



Republic of the Philippines
Department of Labor and Employment
 Regional Office No. _____

**APPLICATION FOR LICENSE TO OPERATE A
 PRIVATE EMPLOYMENT AGENCY (PEA)**

NAME OF AGENCY: _____

ADDRESS OF AGENCY: _____

TEL/FAX Nos. _____

TYPE OF BUSINESS ORGANIZATION: *(Please check)*

Sole Proprietorship Partnership Corporation

Date of Registration: _____ Reg. No. _____

NETWORTH/PAID UP CAPITAL: _____

COMPREHENSIVE DESCRIPTION OF OPERATION: *(Please indicate if providing domestic workers or industry workers)*

MANAGEMENT AND STAFF:

NAME	DESIGNATION	ADDRESS

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 Residence Certificate No. _____ issued at _____ on _____.

NOTARY PUBLIC

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of _____

List of Requirements for PEA License

Accomplished Application Form

- a. Filing fee of Five Thousand Pesos (P5,000.00)
- b. Certified copy of the Certificate of Registration of firm or business name from the Department of Trade and Industry (DTI), in the case of single proprietorship; or a certified copy of the Articles of Partnership or Incorporation duly registered with the Securities and Exchange Commission (SEC), in the case of a partnership or a corporation;
- c. A sworn statement of networth for single proprietors or proof of paid capital for partnership/corporation.
- d. Owner's certificate/title of office location or contract of lease of office space for at least one (1) year;
- e. NBI clearance of the applicant, or the partners in the case of a partnership or all the officers and members of the Board of Directors, in the case of a corporation;
- f. A verified undertaking that the applicant shall:
 1. 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;
 2. ensure that DOLE Standard Recruitment are adhered to by the parties;
 3. not collect any fees whatsoever from the applicants;
 4. assume full responsibility for all acts of its officers, employees and representatives in connection with recruitment and placement activities;
- g. Name of the Office Manager and Office Secretary or Clerk
- h. Specific address and location map of the Office/proposed Office; and
- i. List of all authorized representatives, if any, who must be at least college level and/or with relevant training or experience in the recruitment industry; and
- j. Certificate of participation/attendance of agency's management representative to a pre-application seminar conducted by DOLE Regional Office/Field Offices.

Note: ***No application shall be accepted, unless all the requirements have been complied with.***