



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
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**ALIEN EMPLOYMENT PERMIT APPLICATION  
 CHECKLIST OF REQUIREMENTS**

**NOTE: APPLICANTS MUST PLACE ALL DOCUMENTS IN A LONG BROWN FOLDER WITH PLASTIC FASTENER. DO NOT PUT ANY LABEL OR MARKINGS IN THE FOLDER.**

Name of Foreign National: \_\_\_\_\_

Name and Complete Address of Employer: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact No/s.: \_\_\_\_\_

**Under D.O. No. 146-15, Series of 2015:**

New Application/Renewal

- Duly accomplished Application Form;
- Photocopy of Passport, with visa or Certificate of Recognition for refugees;
- Original copy of notarized Contract of Employment/Appointment or Board Secretary's Certificate of Election (enumerating the duties and responsibilities, annual salary and other benefits of the foreign national);
- Photocopy of Mayor's Permit to operate business or 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, photocopy of PCAB License or D.O. 18-A Registration in case of construction company;
- Copy of employer's understudy training program to be conducted by the foreign national to transfer knowledge and/or skill to the Filipino worker
- Photocopy of SEC Registration (for Corporation or Partnership) or photocopy of DTI registration for single proprietorship;
- If filed by a representative, authorization from the company or foreign national;
- Photocopy of Tax Identification Number (TIN) Card of the applicant foreign national or proof of filing for issuance of TIN; and
- 2 pcs. 2x2 picture

Remarks: \_\_\_\_\_

Pre-evaluated by: \_\_\_\_\_ Date and Time: \_\_\_\_\_

FEES	Amount	O.R. No.	Date and Time
<input type="checkbox"/> Filing Fee & AEP Fee (valid for 1 year)	P 9,000.00	_____	_____
<input type="checkbox"/> Additional years AEP Fee @ P4,000.00/yr.	_____	_____	_____
<input type="checkbox"/> Documentary Stamp Fee	P15.00	_____	_____
<input type="checkbox"/> AEP Card Replacement Fee	P1,500.00	_____	_____
<input type="checkbox"/> Courier Fee	P200.00	_____	_____
<input type="checkbox"/> Fines/Penalties (for working without AEP) -P10,000.00 per year or a fraction thereof	_____	_____	_____
<input type="checkbox"/> Fines/Penalties (for employing a foreigner without (AEP) -P10,000.00 per year or a fraction thereof	_____	_____	_____
<b>TOTAL FEES</b>	_____	_____	_____

**ISO 9001:2008 CERTIFIED**

