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### AEP 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.**

<b>Name of Foreign National:</b>			
<b>Name and Complete Address of Employer</b>			
<b>Contact Person:</b>		<b>Contact No/s.:</b>	

**New Application**                       **Renewal**

- Duly accomplished Application Form;
- Photocopy of Passport, with visa or Certificate of Recognition for refugees or Stateless Persons;
- Original copy of notarized Contract of Employment/Appointment enumerating the duties and responsibilities, annual salary and other benefits of the foreign national;
- Photocopy of Mayor's Permit to operate business, in case of locators in economic zones a 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. 174-17 Registration in case of construction company;
- Photocopy of SEC Registration and latest GIS or photocopy of Business Name Registration and Application Form with DTI for single proprietorship;
- Special Temporary Permit (STP) issued by the Professional Regulations Commission for foreign nationals whose position title is included in the list of PRC regulated professions;
- Authority to Employ Foreign National (ATEFN) from the DOJ or from the DENR in case of mining if employer is covered by the Anti-Dummy Law;
- If filed by a representative, authorization from the company or foreign national;
- Photocopy of Tax Identification Number (TIN) Card of the applicant foreign national; and
- 2 pcs. 2x2 picture

<b>Remarks:</b>			
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<b>Pre-evaluated by:</b>		<b>Date and Time:</b>	
<b>FEES</b>	<b>Amount</b>	<b>O.R. No.</b>	<b>Date and Time</b>
Filing Fee & AEP Fee (valid for 1 year)	P 9,000.00		
Additional years AEP Fee @ P4,000.00/yr.			
AEP Card Replacement Fee	P1,500.00		
Certificate of Exclusion Fee	P500.00		
Courier Fee	P200.00		
Fines/Penalties (for working without AEP) - P10,000.00 per year or a fraction thereof			
Fines/Penalties (for employing a foreigner without (AEP) - P10,000.00 per year or a fraction thereof			
<b>TOTAL FEES</b>			