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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.

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

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. 174-17 Registration in case of construction company;
- 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 for renewal;
- 2 pcs. 2x2 picture; and
- Special Temporary Permit (STP) issued by the Professional Regulations Commission for foreign nationals who will practice their profession in the Philippines.

Remarks:			
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Pre-evaluated by:		Date and Time:	
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FEES	Amount	O.R. No.	Date and Time
Filing Fee & AEP Fee (valid for 1 year)	P 9,000.00		
Additional years AEP Fee @ P4,000.00/yr.			
Documentary Stamp Fee	P15.00		
AEP Card Replacement Fee	P1,500.00		
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			
TOTAL FEES			