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APPLICATION FOR EXCLUSION OF AEP 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.:	

Requirements:

- Letter request addressed to the DOLE-CAR Regional Director;
- Photocopy of business/Mayor's permit of the Philippine based company or enterprise;
- Photocopy of Passport (bio-page) with valid visa; and additional requirements for the following:

For President, Treasurer and Members of the Governing Board (excluding those listed in the Foreign Investment Negative List)

- Certified True Copy of the updated General Information Sheet (GIS) showing the name and position of the foreign national;;
- Certification that the foreign national is a member of the governing board with voting rights only, will not in any manner intervene in the management and operation of the company/enterprise and with no intention to obtain gainful employment; and
- Original copy of Board Secretary's Certificate of Election.

For Intra-corporate Service Supplier

- Contract of Employment from the origin company including proof of salary; and
- Secondment Agreement.

For Contractual Service Supplier

- Contract of Employment from the origin company including proof of salary; and
- Service Contract between the Philippine based company and the foreign company.

For Consultant

- Contract of Employment from the origin company including proof of salary.

For Representative of the Foreign Principal/Employer Assigned in OLMA

- Letter of Acknowledgment from POEA.

Remarks:			
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Pre-evaluated by:		Date and Time:	
FEES	Amount	O.R. No.	Date and Time
Certificate of Exclusion Fee	P500.00		
Documentary Stamp Fee	P15.00		
TOTAL FEES			