



**APPLICATION FOR LICENSE TO OPERATE A
PRIVATE RECRUITMENT AND PLACEMENT AGENCY**

TYPE OF APPLICATION: New Renewal

NAME OF AGENCY: _____

ADDRESS OF AGENCY: _____

TIN No. _____ TEL/FAX Nos. _____

TYPE OF BUSINESS ORGANIZATION: (Please check)

Sole Proprietorship Partnership Corporation

Date of Registration: _____ Reg. No. _____

COMPREHENSIVE DESCRIPTION OF OPERATION:

FINANCE:

Total Assets: _____ Bank Statement _____

Total Liabilities: _____ Date of Statement _____

Networth: _____

Paid Up Capital: _____

Date of Statement: _____

MANAGEMENT AND STAFF:

NAME	DESIGNATION	ADDRESS

In witness whereof, I have hereunto affixed my signature this _____ day of _____, 20__ in _____.

(Applicant's Name 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 _____

CHECKLIST OF REQUIREMENTS

- Filing fee of PhP5,000.00
- Two (2) copies of duly accomplished and notarized application form
- Certified copy of the Certificate of Registration of firm or business name from the Department of Trade and Industry (DTI) in 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
- Documentary proof of ownership or lease of an office space with a floor area of at least Fifty (50) square meters for the exclusive use of the agency. In case of lease, the contract must be for a period of One (1) year with an option for renewal
- Updated NBI clearance of the applicant owner, or partners in the case of a partnership, or in case of corporation, its officers and directors
- Proof of minimum networth of PhP1,000,000.00 in case of sigle proprietorship or proof of minimum paid up capital of PhP1,000,000.00 in case of partnership or corporation
- An affidavit of undertaking that the applicant shall:
 - not support or engage in acts involving illegal recruitment, trafficking of persons, violation of Anti-Child Labor Law or crimes involving moral turpitude or similar acts;
 - ensure that DOLE Standard Recruitment are adhered to by the parties;
 - not collect any fees whatsoever from the applicants; and
 - assume full responsibility for all acts of its officers, employees and representatives in connection with recruitment and placement activities
- Designate an Office Manager and an Office Secretary or Clerk who must be knowledgeable in the preparation and review of documents
- Certificate of participation/attendance of agency's management representative to a pre-application seminar

Note: *No application shall be accepted, unless all the requirements have been complied with. For renewal of license, applicant must submit renewal of application not earlier than 60 days but not later than 30 days before its expiration and must submit placement reports.*

FEES, CASH AND SURETY BONDS:

Filing Fee	PhP5,000.00
License Fee	PhP15,000.00 (valid for 3 years)
Replacement for Loss License	PhP1,000.00
Penalty Fee	PhP10,000.00
Cash Bond	PhP50,000.00
Surety Bond	PhP100,000.00