



### APPLICATION FOR CLEARANCE

Date: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

Address- Head Office: \_\_\_\_\_

Branch: \_\_\_\_\_

Owner/ Manager \_\_\_\_\_

Nature of Business \_\_\_\_\_

Purpose/s for Applying for Clearance:

- 1.
- 2.

Location of other Operating Branches

- 1.
- 2.

Attachments: (Please refer to the back for the required attachments)

Note: For branch office applicants, please attach clearance from the DOLE Regional Office where the main office of the establishment is located.

I attest under penalties of perjury that \_\_\_\_\_  
(Name of Establishment)

of which I am the owner/ manager has no unsettled, or unsatisfied order on worker's monetary benefits of the Department of Labor and Employment and I am executing this statement for the issuance of clearance from the Department of Labor and Employment-CAR.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Name of Owner/Manager

SUBSCRIBED and SWORN TO before me this \_\_\_\_th day of \_\_\_\_\_ 201\_\_ affiant \_\_\_\_\_ exhibiting Residence Certificate No. \_\_\_\_\_ and executing the sbove-said statements voluntarily and of his own free will.

Page No. \_\_\_\_\_  
Doc. No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
Until \_\_\_\_\_

## Requirements

### 1. For Individual

- Application for Clearance/Request Form or letter request indicating the purpose
- Identification Card of the requesting party

### 2. For Corporation, Agency and Other Legal Entities

- a. For Bidding purposes
  - Application for Clearance/Request Form or letter request indicating the purpose
  - Photocopy of the Official Receipt (OR) of the bidding fee
  - Pertinent bidding document/s showing that the Certification of No Pending / With Pending Case from DOLE Office is being required of the company i.e., Checklist of eligibility Requirements, Instruction to Bidders and the like
  - Identification Card of the requesting party
- b. For Renewal of License/Certificate of Registration
  - Application for Clearance/Request Form or letter request indicating the purpose
  - Identification Card of the requesting party
- c. For Withdrawal of Escrow Deposit
  - Photocopy of escrow deposit
  - Any document showing/certifying that the Certification of No Pending/With Pending Case from DOLE is being required of the company.
  - Identification Card of the requesting party
- d. For Other Legal/Valid Purpose
  - Any document showing/certifying that the Certification of No Pending/With Pending Case from DOLE is being required of the company.
  - Identification Card of the requesting party

### 3. For Contractor/Sub-contractor (Security Agency, Manpower Agency, Janitorial Services and other Job Contractors)

- Registration under Department Order No. 18-02/18-A

### Total Process Cycle Time

**Maximum of three (3) working days upon receipt of complete documents**