

AEP Reference No.:



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
NATIONAL CAPITAL REGION
G/F DOLE-NCR Bldg., Maligaya Street, Malate, Manila
Telephone Nos. 400-6011 or 303-0364

Frontline Service: Issuance of Alien Employment Permit (AEP)

New Renewal Replacement

CHECKLIST OF REQUIREMENTS

Instructions: Checkboxes below are to be filled up by the DOLE-RO frontliner ticking / if ok and X if not.

Basic Requirements

- 1. Application form duly accomplished and signed
- 2. Photocopy of passport of the Foreign National (FN) with valid visa* and Present Original Certificate of Recognition for refugees or stateless persons* (Present Original)
- 3. 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 FN.
- Photocopy of valid Mayor's Permit including CEZA registered companies
If PEZA registered:
 PEZA Registration* or Ecozone Authority*
If construction company:
 PCAB* or DO 18-A Registration*
- 4. 2 pcs. 2 x 2 ID Picture White Background
- 5. Proof of Taxpayer Identification Number (TIN)
- 6. If in negative list per EO 184, authority to employ STP from DOJ or PRC or DTI or DENR, whichever is applicable
- 7. If retailer or in the negative list, updated General Information Sheet (GIS)
- 8. Authorization letter from the company or foreign national and photocopy of their IDs
(Foreign National/Company-Applicant and Authorized Representative – Present original for verification purposes)

For AEP Card Replacement:

- Letter request for replacement citing the specific reason/s
- Affidavit of Loss

Legend: * - Original documents, upon filing should be presented to the frontliner for verification.

Fees:

- New Application: P9,000.00 for each AEP application valid for 1 year
- Renewal Application: P4,000.00 for each AEP application valid for 1 year
- Additional P4,000.00 for every additional year of validity or a fraction thereof.
- Card Replacement Fee: P1,500.00

Fines if found working without valid AEP prior to application:

- P10,000.00 for the Employer found employing Foreign National w/out valid AEP
- P10,000.00 for the Foreign National w/out valid AEP

(Please tear here if documents are not accepted by the DOLE-RO Frontliner/Pre-evaluator.)

PRE-EVALUATION SHEET

(To be filled-up by the DOLE-RO Frontliner/Pre-evaluator)

Name of FN: _____
Company: _____

If incomplete or with invalid documents, Return AEP Application and documents submitted

Reason/s for Returning AEP Application

Incomplete documentary requirements, namely: _____

Invalid documents, namely: _____

Explained to the client the reason/s for returning AEP Application.

(To be signed by the client, if the application was not received.)

Reason for not accepting the AEP application was explained to me and returned all the documents that I have given and presented.

(Signature over Printed Name and Position of the Client)

Date: _____