



ADVISORY 06-20

TO : **ALL AEP VALUED CLIENTS**

SUBJECT : ***Release of Alien Employment Permit (AEP) cards of Approved Applications***

DATE : **28 May 2020**

As a result of the AEP Delivery Survey which indicates that 64% expressed their preference to deliver the AEP cards through a courier service, we are pleased to inform you that we already finalized the engagement with Ximex Delivery Express Inc. (XDE Logistics) with the following rates (inclusive of 12% VAT):

<i>Size</i>	<i>Description</i>	<i>Rates</i>	<i>Maximum number of AEPs</i>
Small	6.5 x 12	Php56	10 pcs.
Medium	9.5 x 14	Php61.60	15 pcs.
Large	12.5 x 17.5	Php72.80	20 pcs.

In view of this, the following procedures should be undertaken:

- Submit request indicating the names of the foreign nationals and letter of authority from company designating the person who will receive the AEP cards at the declared delivery address at email address: tssdepww.release@gmail.com;
- NCR will email the approved request for delivery to the client, copy furnish the courier service;
- Payment of courier fees shall be made at the authorized payment centers;
- Delivery of AEP cards shall be within one (1) day or maximum of three (3) working days after payment.

Please ensure the accuracy of the delivery address provided in your email because misrouted shipments due to reasons attributable to your company will be tagged as Return to Sender and Return to Shipper fee shall be charged equivalent to 50% of the base fee.

We shall prioritize request through courier service which will be effective on **June 2, 2020** while pick-up arrangements will be on a very limited basis in compliance with physical distancing because of limited office space shall be implemented on **June 22, 2020**. The confirmation of schedule sent by our Office through email shall be presented to the Officer of the Day upon claiming.

For further inquiries and clarification, please email us at tssdepww.release@gmail.com or call us at 75981005/400-6011 and look for Ms. Carmelita B. Jimena.


ATTY. SARAH BUENA S. MIRASOL
Regional Director