



ADVISORY 07-20

TO : ALL OUR VALUED ALIEN EMPLOYMENT PERMIT (AEP) CLIENTS

SUBJECT : GUIDELINES FOR FILING AND ISSUANCE OF ALIEN EMPLOYMENT PERMIT (AEP)

DATE : May 29, 2020

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In the interest of service and pursuant to Proclamation Nos. 922 and 929, series of 2020, entitled "Declaring a State of Public Health Emergency throughout the Philippines" and "Declaring a State of Calamity throughout the Philippines Due to Corona Virus 2019", respectively, this Guidelines on the filing of Alien Employment Permit (AEP) applications (new and renewal) and issuance of AEP, in relation to Labor Advisory No. 16, series of 2020, and subject to the provisions of Department Order No. 186-17 or the "Revised Rules for the Issuance of Employment Permits to Foreign Nationals", is hereby issued:

A. Company Registration

Company shall undergo registration process prior to filing of AEP application for verification and validation purposes. A corporate account shall be created for this purpose and a maximum of two (2) agent-representatives will be allowed to file applications in behalf of company.

The following requirements shall be submitted online:

1. Company Profile;
2. Copy of SEC Registration with Articles of Incorporation and By Laws;
3. Certified True Copy (CTC) of Business Permit/Mayor's Permit;
4. Copy of Valid PAGCORP license/accreditation and PAGCORP Authorization to operate as proof that establishment is authorized to resume operations;
5. PEZA registration, if applicable; and
6. PCAB License, if applicable

Note: SEC Registration requirements, i.e., Articles of Incorporation and By-Laws, Business/Mayor's Permit or PAGCORP Accreditation shall be verified if already available on file. Otherwise, all documentary requirements shall be submitted prior to processing.

B. Filing of New/Renewal of AEP Application

1. Online scheduling will be implemented and documentary requirements shall be submitted online via email: **dolencraep.applications@gmail.com**:
 - Duly accomplished application form;
 - Contract of Employment/Secretary's Certificate;
 - Copy of Bio-page of passport with visa;
 - Certified True Copy of Business/Mayor's Permit;
 - DOJ's Authority to Employ Foreign National, if applicable;
 - PRC's Special Temporary Permit, if applicable; and
 - For AEP renewal applications, the old AEP must be sent to this Office, through courier, for cancellation. Until receipt of the same, this Office shall hold the issuance of the new AEP.
2. The employer shall confirm through email, prior to the issuance of the AEP, the engagement of the foreign national when the application is filed by the company's authorized agent or representative.
3. Order of Payment with bar code, as reference, shall be issued upon submission of complete documentary requirements and payment of fees shall be through payment facility center.
4. Once payment is made, the application shall be published and processed accordingly.
5. Application for renewal may be filed within forty-five (45) working days after the lifting of the community quarantine, without penalty.

C. Release of AEP Cards

The AEP cards shall be immediately released through courier service and the delivery charge shall be shouldered by the applicant to be paid directly to the courier. The following procedures should be followed by the company or authorized representative:

1. 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**;
2. NCR will email the approved request for delivery to the client, copy furnish the courier service;
3. Payment of courier fees shall be made at the authorized payment centers;
4. Delivery of AEP cards shall be within one (1) day or maximum of three (3) working days after payment.

D. Request for Cancellation of AEPs

Requests for cancellation of AEP by reason of termination of employment, expiration of term of office, resignation or transfer of employment, or to apply for new AEP in case of lost or damaged card may be sent through email address: **tssdepww.aepcancellation@gmail.com**. The AEP card subject for cancellation shall be sent to this Office, through courier, and shall be cancelled only upon receipt of the same.

- E. The company or authorized representative shall ensure that only one application for every foreign national is filed. Double applications shall not be processed.
- F. Applications with identical Tax Identification Numbers (TIN) with other foreign nationals shall not be accepted.
- G. Any act/s of misrepresentation in the AEP applications shall be dealt with in accordance with the provisions of D.O. No. 186-17, specifically Sections 12 and 13 thereof.

This Guidelines shall be effective on **June 15, 2020**.

Please be guided accordingly.


ATTY. SARAH BUENA S. MIRASOL
Regional Director