



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
REGIONAL OFFICE NO. 02
 Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
 Telephone Nos. 304-5085 375-0605

Document No.:	QFR-QOP-16-12
Issue No.:	02
Revision No.:	00
Page No.:	Page 1 of 1
Date Effective:	28-Nov-19

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 ✗ if not

Basic Requirements

- 1. Application form duly accomplished and signed
- 2. 2 pcs. 2 x 2 ID Picture white background
- 3. Photocopy of passport of the Foreign National (FN) with valid visa and present Original
- 4. 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
- 5. Tax Identification Number from BIR (TIN Card/Form 1902/ Form 2316 for renewal)
- 6. Certified true copy of valid Mayor's Permit (from BPLO)
 - If CEZA registered: CEZA Registration or
 - If construction company: PCAB DO 174 Registration
- 7. Certified true copy per page of SEC registration and General information Sheet (GIS) (from SEC)
- 8. Copy of Certificate of Registration and Authority to Operate as PAGCOR Offshore Gaming Office (POGO), if applicable
- 9. If the company falls under the negative list per EO 65, authority to employ from DOJ or PRC or DTI or DENR is required before submission of AEP application
- 10. Special Power of Attorney from the company or foreign national with a copy of proof of Identity

For AEP Card Replacement:

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

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
- In case the period is more than 1 year, an additional **P4,000.00** for every additional year of validity or a fraction thereof.
- Replacement Fee: P1,500.00**

Fines if found working without valid AEP prior to application:

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

Signature over Printed Name of Processor
 Date: _____ Time: _____

(Please tear here if documents are not accepted by the DOLE-RO Frontline.TY)

AEP APPLICATION RETURN SLIP

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

Document No.:	QFR-QOP-16-12
Issue No.:	02
Revision No.:	00
Page No.:	Page 1 of 1
Date Effective:	28-Nov-19

Name of FN: _____
 Company: _____

- Complete application form data/signature and documentary requirements
- Valid requirements submitted (i.e. Mayor's Permit valid upon filing, etc.)
- Seen original documents

Recommendation/s:

Accept AEP Application _____ Remarks: _____

Assessed service fees = P _____ Paid

Assessed fines = P _____ Paid

Return AEP Application and documents submitted

Reason/s for Returning AEP Application

Incomplete documentary requirements (indicate the number): _____

Invalid documents (Indicate the number): _____

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 of the client

Position:
 Date: _____

Time: _____