



Document No.:	QFR-QOP-16-12
Issue No.:	02
Revision No.:	01
Page No.:	Page 1 of 1
Date Effective:	June 1, 2021

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
Note: All applications for AEP shall be filed at the DOLE Regional Office (DOLE-RO) concerned, within ten (10) working days from date of signing of the contract or prior to the commencement of employment.
- 5. Tax Identification Number from BIR (TIN Card / Form 1902 or 1904 / Form 2316 for renewal)
- 6. Certified true copy (CTC) of valid Mayor's Permit (from BPLO)
If CEZA registered: CTC of CEZA Registration *or* *If construction company:* CTC of PCAB CTC of DO 174 Registration
- 7. Certified true copy per page of SEC registration and General information Sheet (GIS) (from SEC)
- 8. Proof of publication of the job vacancy/ies in a newspaper of general circulation for atleast fifteen (15) calendar days, together with a duly notarized affidavit stating no applications were received or no Filipino applicant was considered for the position.
- 9. Original AEP Card (if Renewal)
- 10. CTC of Certificate of Registration and Authority to Operate as PAGCOR Offshore Gaming Office (POGO), if applicable
- 11. 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
- 12. 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: P10,000.00** for each AEP application valid for 1 year
- Renewal Application: P5,000.00** for each AEP application valid for 1 year
- In case the period is more than 1 year, an additional **P5,000.00** for every additional year of validity or a fraction thereof.
- Replacement Fee: P3,000.00**
- Certificate of Exemption or Exclusion Fee: P2,000.00**

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
- P10,000.00** for filing an AEP Application beyond ten (10) working days after the date of signing of contract or after commencement of employment

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-XX-XX
Issue No.:	
Revision No.:	
Page No.:	Page 1 of 1
Date Effective:	

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 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:** _____