



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
 REGION VI

Document Number:
FM 5.1.5-03

Revision No.
1

Effectivity Date:
January 15, 2016

CHECKLIST OF REQUIREMENTS FOR ALIEN EMPLOYMENT PERMIT

NEW

- Application Form duly accomplished
- Original Copy of Notarized Contract of Employment enumerating the duties and responsibilities, annual salary, and other benefits of the foreign national/Appointment or Board Secretary's Certificate of election
- Photocopy of passport with visa or Certificate of Recognition for Refugees or Stateless Persons
- Photocopy of Mayor's Permit to operate business
- If filed by a representative, authorization from the company or foreign national
- Photocopy of the BIR-TIN
- Copy of Employer's Understudy Training Program
- Photocopy of Employer's SEC Registration/Articles of Incorporation, if applicable
- 3 pieces 2x2 ID picture

RENEWAL

- Application Form duly accomplished
- Renewed Copy of Notarized Contract of Employment enumerating the duties and responsibilities, annual salary, and other benefits of the foreign national/Appointment or Board Secretary's Certificate of election
- Photocopy of passport with visa or Certificate of Recognition for Refugees or Stateless Persons
- Photocopy of Mayor's Permit to operate business
- If filed by a representative, authorization from the company or foreign national
- Photocopy of the BIR-TIN
- Copy of Employer's Understudy Training Program
- Photocopy of Employer's SEC Registration/Articles of Incorporation, if applicable
- 3 pieces 2x2 ID picture
- Photocopy of previous AEP

NOTE: Original passport and other documents when applicable, should be presented for validation
 SRRV holders are required to submit a valid identification card from PLRA
 SIRV holders are required to submit a certification from Board of Investments (BOI) regarding existing investment or valid ID card from BOI

FEES:	
New Application	Upon filing of application, the applicant shall pay a fee of Nine Thousand Pesos (P9,000) for each application for AEP with a validity of one (1) year. In case the period of employment is more than one year, an additional Four Thousand Pesos (P4,000) shall be charged for every additional year of validity or a fraction thereof.
Renewal	In case of renewal, the applicant shall pay a fee of Four Thousand (P4,000) for each year of validity or a fraction thereof.
Replacement	A REPLACEMENT FEE of one thousand five hundred pesos (P 1,500) shall be paid to the regional office for card replacement (i.e. change in position amendment of validity and lost AEP).

DEPARTMENT ORDER NO. 146-15, SERIES OF 2015

SECTION 10, RENEWAL OF PERMIT

An application for renewal of AEP shall be filed not earlier than sixty (60) days before its expiration.
 In case of corporate officers, whose appointment or election takes place before expiration of AEP, the application must be filed not later than fifteen (15) working days after appointment, or before its expiration, whichever comes later.
 In case the appointment or election will take place after the expiration of the AEP, the application for renewal must be filed before the expiration of the AEP which can be renewed for one year.
 Within fifteen (15) working days after the date of appointment or election, the foreign national shall submit to the issuing Regional Office the Board Secretary's Certificate of Election or Appointment. The Regional Director shall revoke the AEP after one (1) month from its issuance, if no Certification is filed.

SECTION 4.c.

Additional position of the foreign national in the same company or subsequent assignment in related companies during the validity or renewal of the AEP will be subject for publication requirement and payment of publication fee. A change of position or employer shall require an application for new AEP.

SECTION 15. Penalty for Working without AEP

The Regional Director shall impose a fine of Ten Thousand Pesos (P10,000) for every year or a fraction thereof to foreign nationals found working without a valid AEP. Employers found employing foreign nationals without a valid AEP shall also pay a fine of Ten Thousand Pesos (P10,000) for every year or a fraction thereof.

Newly hired, elected or appointed officers may file application for new AEP without penalty thereof within fifteen (15) working days after signing of contract or appointment.

If the commencement of employment is later than the fifteen (15) working days grace period, the application for new AEP may be filed before the commencement of employment without penalty.