

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. III
TECHNICAL SERVICES AND SUPPORT DIVISION – EMPLOYMENT & WELFARE
City of San Fernando, Pampanga

ALIEN EMPLOYMENT PERMIT (AEP)
Issuance of Certificate of Exclusion

Name of Foreign: _____
Name of Company: _____
Address: _____

Date: _____
Position: _____

Checklist of Requirements:

For President, Treasurer, Members of the Board

- Letter Request
- Certified True Copy of Board Secretary's Certificate of Election for President and Treasurer.
- Certification for Members of the Governing Board that their participation is solely voting rights and do not intervene in the Management of the Corporation or in the operations of the enterprise.
- Certified True Copy of the Updated General Information Sheet
- Photocopy of Passport (bio page) with valid visa
- Updated Business/Mayor's Permit
- Authorization Letter to claim/collect the document in case of authorized representative.

For Consultants

- Letter Request
- Contract between the Consultant and the Philippine based company.
- Photocopy of Passport (bio page) with valid visa
- Updated Business/Mayor's Permit
- Authorization Letter to claim/collect the document in case of authorized representative.

For Intra-Corporate Transferees
(Executive, Manager, Specialist)

- Letter Request
- Certification that the requesting foreign national has been connected with the origin company for at least 1 year prior to its deployment to branch, subsidiary or office in the Philippines.
- Secondment Agreement/Contract of Employment, including proof of salary from the Origin company.
- Photocopy of Passport (bio page) with valid visa
- Updated Business/Mayor's Permit
- Authorization Letter to claim/collect the document in case of authorized representative.

For Contractual Service Supplier

- Letter Request
- Service Contract between Philippine based company and the Foreign company.
- Photocopy of Passport (bio page) with valid visa.
- Updated Business/Mayor's Permit
- Authorization Letter to claim/collect the document in case of authorized representative.

Remarks: _____

Evaluated by:

Approved by:

ALEJANDRO V. INZA CRUZ
Director II, TSSD II