

1. Letter Request / Endorsement Letter
2. Tax Identification Number (TIN)
3. Duly Accomplished Application Form
4. Duly Notarized Original Copy of Employment Contract/Letter of Appointment or Board Secretary's Certificate of Election
5. Certified True Copy of Mayor's Permit / PEZA / ECOZONE Registration / DO174-17 Registration or PCAB License
6. Certified True Copy of Business Name Registration and Application Form with Department of Trade and Industry (DTI) or SEC Registration and latest GIS
7. In case of Philippine Offshore Gaming Operators (POGOs); Copy of Valid PAGCOR license/accreditation and PAGCOR Authority to Operate to resume operation of the establishment.
8. Photocopy of Special Temporary Permit (STP) from Professional Regulation Commission (PRC) in case the employment involves practice of profession/ Authority to Employ Foreign National from DOJ where the employment is in a nationalized or partially nationalized industry/ DENR in case of mining
9. Photocopy of passport bio-page with updated/latest stamped visa or Certificate of Recognition for Refugees or Stateless Persons