



AEP APPLICATIONS EVALUATION SHEET
[To be accomplished by the DOLE Field Office]

Name of Alien : _____
Position/s : _____
Nationality : _____
Company : _____
Address : _____
AEP Number : _____ Validity : _____ Industry Code: _____

I. CHECKLIST OF REQUIREMENTS

(Original and other documents, when applicable, should be presented for validation. AEP Card must be surrendered to the issuing DOLE-Regional Office upon expiration of AEP or termination of employment.)

DOCUMENTS SUBMITTED

[] NEW

- Two (2) copies Application form duly accomplished;
- Two (2) copies 2x2 latest ID picture with white background pasted on top of the Application form;
- Photocopy of Passport with valid visa (valid at least 30 days from date of filing) or Certificate of Recognition for Refugees (to present original copy);
- Original copy of notarized Contract of Employment/ Appointment or Board Secretary's Certificate of Election (with brief description of duties and responsibilities, annual salary, and other benefits, if there are any);
- Photocopy of Mayor's Permit to operate business, in case of locators in economic zones, Certification from the PEZA or the Eco zone Authority, in case of construction company PCAB Registration or DO174-17 Registration in lieu of Mayor's Permit;
- Photocopy of SEC Registration with attached GIS for corporation or Business Name Registration and Application Form with DTI for sole proprietorship;
- Brief description of duties/functions and qualifications required of the position;
- STP from PRC for regulated professions; if applicable;
- Authority to Employ Foreign National (ATEFAN) from DOJ or DENR, if the employer is covered by the Anti-Dummy Law, if applicable;

(Kindly file your documents according to the checklist).

[] RENEWAL

- Two (2) copies Application Form duly accomplished
- Two (2) copies 2x2 latest ID picture with white background posted on top of the Application form
- Photocopy of passport with valid visa (working visa or 9G visa)
- Original copy of notarized Contract of Employment/ Appointment or Board Secretary's Certificate of Election (with brief description of duties and responsibilities, annual salary, and other benefits, if there are any);
- Photocopy of Mayor's Permit to operate business, in case of locators in economic zones, Certification from the PEZA or the Eco zone Authority, in case of construction company PCAB Registration or DO174-17 Registration in lieu of Mayor's Permit;
- Photocopy of SEC Registration with attached GIS for corporation or Business Name Registration and Application Form with DTI for sole proprietorship;
- STP from PRC for regulated professions, if applicable;
- Authority to Employ Foreign National (ATEFAN) from DOJ or DENR, if the employer is covered by the Anti-Dummy Law, if applicable;

(Kindly file your documents according to the checklist).

II. EVALUATION AND ACTION TAKEN

1. ASSESSMENT AND EVALUATION OF APPLICATION

RECOMMENDATION: _____

EVALUATOR	DATE RECEIVED	DATE RELEASED
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2. RECOMMENDATION FOR APPROVED OTHERS

CHIEF	DATE RECEIVED	DATE RELEASED
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3. ACTION TAKEN APPROVED OTHERS _____

REGIONAL DIRECTOR	DATE RECEIVED	DATE RELEASED
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III. PAYMENTS AMOUNT OFFICIAL RECEIPT No. DATE

Fees	_____	_____	_____
Fines	_____	_____	_____
Date of Publication:	_____	Newspaper	_____

