

ALIEN EMPLOYMENT PERMIT

Background

Under Article 40 of the Labor Code of the Philippines, as amended, any alien seeking admission to the Philippines for employment purposes and any domestic or foreign employer who desires to engage an alien for employment in the Philippines shall obtain an employment permit from the Department of Labor and Employment

The Alien Employment Permit (AEP) is a permit issued to a non-resident alien or foreign national seeking admission to the Philippines for employment purposes after a determination of the non-availability of Filipino citizen who is competent, able and nt.

willing at the time of application to perform the services for which the alien is desired.

Client/s/Applicant/s

All foreign nationals who intend to engage in gainful employment in the Philippines and any domestic or foreign employer who desires to engage an alien for employment in the Philippines.

Requirements

For Issuance of New AEP

1. Application Form (*see downloadable forms*) duly accomplished and notarized with 2 x 2 picture in white background
2. Notarized Contract of Employment/Appointment for non-elective position or Notarized Board Secretary's Certificate on the Election of Foreign National
3. Certified Photocopy of passport with visa or Certificate of Recognition for Refugees
4. Photocopy of Mayor's Permit or in case of Ecozone locators a Certification from the Ecozone authority that the employer is existing and operating in the Ecozone.
5. If the filer is a representative of the foreign national, authorization letter from the company or foreign national.

For Renewal of AEP

1. Application Form duly accomplished and notarized with 2x2 picture in white background
2. Notarized Contract of Employment/Appointment for non-elective position or Notarized Board Secretary's Certificate on the Election of Foreign National
3. Photocopy of passport with visa
4. Photocopy Updated Mayor's Permit or in case of Ecozone locators a Certification from the Ecozone authority that the employer is existing and operating in the Ecozone.
5. AEP Card previously issued or photocopy of current AEP
6. If the filer is a representative of the foreign national, authorization letter from the company or foreign national.

Validity Period of Permit

One (1) year unless the employment contract, consultancy services, or other modes of engagement provides otherwise, which in no case shall exceed five (5) years. The AEP may be renewed upon compliance with the requirements.

Permit Fee:

P8,000.00 for one year validity or a fraction thereof plus P3,000.00 for every additional year or fraction thereof.

Renewal of Application:

P750.00

Penalty:

P10,000.00 for every year or a fraction thereof on foreign nationals found working without an AEP or with an expired AEP.

Where to Apply?

DOLE Provincial Office having jurisdiction over the intended place of work.