

AEP-NCR SUBMISSION CHECKLIST (NEW)

	DOLE NCR
Letter of Request	original
AEP application form w/ 1x1 picture, NOTARIZED	original
Employment Contract/Appointment/Board Secretary's Certificate on the election of foreign national, NOTARIZED	original
Passport (pages that contain name of passport holder, entry in the Phil, expiration of 9 (a) visa and other pertinent notes)	xerox
CEZA certificate of registration (in exchange for mayor's permit)	xerox
2 pcs 1x1 pics and 2 pcs 2x2 pics	original
CEZA Certificate of Non-Availaibility, CERTIFIED TRUE COPY	xerox
Recruitment Assistance Form	xerox
BIR ID	xerox
Application Fee (P4000 manager's check payable to DOLE NCR)	
Pulblication Fee (P4000 manager's check payable to DOLE NCR)	
Extension Fee (P3000 manager's check payable to DOLE NCR per additional year if contract submitted is valid for more than 1 year)	
Penalty Fee (P20000 manager's check payable to DOLE if and only if DOLE shows strong proof of alien working without valid AEP)	

NOTES:

- 1) SUBMIT DOCUMENTS 1 MONTH BEFORE THE EFFECTIVITY OF THE FOREIGN NATIONAL'S CONTRACT
- 2) DOCUMENTS TO BE SUBMITTED TO DOLE NCR SHOULD BE IN A FOLDER AND LABEL SHOULD BE THE NAME OF THE COMPANY
- 3) BIR ID NEED NOT BE ATTACHED YET TO THE DOCUMENTS FOR SUBMISSION IN ORDER FOR THE AEP TO BE PROCESSED. IT IS NEEDED HOWEVER, BEFORE THE AEP CAN BE RELEASED.