

CWV SUBMISSION CHECKLIST (CHANGE POSITION/CHANGE COMPANY/REHIRE)

Principal

Letter of Request	1 original, 1 xerox	position stated should be consistent with Certificate of Non-Availability, AEP, GAF and employment contract/board resolution/secretary's certificate (e.g if CNA is with extension, everything should be with extension. If CNA is without extension, everything should be without extension, except for AEP)
CEZA Certificate of Non-Availability (CNA)	2 xerox	position stated should be consistent with letter request, AEP, GAF and employment contract/board resolution/secretary's certificate (e.g if CNA is with extension, everything should be with extension. If CNA is without extension, everything should be without extension, except for AEP) issue date should be within the year upon date of filing of CWV
Recruitment Assistant Form (RAF)	2 xerox	control # should be consistent with the CEZA Certificate of Non-Availability no blank spaces allowed except for the remarks by CEZA LEPO
Valid AEP Region 2/NCR	2 xerox	position stated should be consistent with letter request, Certificate of Non-Availability, GAF and employment contract/board resolution/secretary's certificate (with or without extension) should still be valid for at least 20 months (1 year 8 months) upon submission at CEZA
BIR ID	2 xerox	in case AEP does not reflect TIN #
CEZA General Application Form (GAF) w/ original 2x2 picture	2 original	NOTARIZED all pages should be signed by CWV applicant and concerned official/s (Authorized representative, CEO, HR Head or whoever is concerned) all spaces should be filled up <1st pg> applicant's residence for the last five (5) years: state applicant's residence in the Philippines <2nd pg> applicant's employment for the last five (5) years: should be consistent with resume <2nd pg> languages spoken aside from native language: should be consistent with resume <3rd pg> address of petitioner: makati-based i-gaming locators should state both address in makati and in Sta. Ana. Otherwise, state only address in Sta. Ana. <3rd pg> name of petitioner's representative: state the name of the concerned official/s who signed all the pages of the GAF along with the expat <3rd pg> position to be occupied by the alien in the company: should be consistent with letter request, AEP, CNA, RAF, employment contract/board resolution, secretary's certificate (e.g if CNA is with extension, everything should be with extension. If CNA is without extension, everything should be without extension, except for AEP) <3rd pg> job to be performed by the alien in the company: state "please see duties and responsibilities in contract" <3rd pg> primary purpose of the company: state the business sector of the company <3rd pg> reason for alien's employment/engagement: state the CNA and RAF control number
Passport	2 xerox	CERTIFIED TRUE COPY pages that contain identification of passport holder, signature of passport holder, amendments and/or endorsements and/or remarks, all visa pages with stamps/visas whether in the Philippines or in other countries. Includes stamps/visas in paper for those affected by Memorandum FSC 211-12. All visa pages unxeroxed will automatically be assumed blank clear copies as in passport number printed using holes should still be visible and readable 9(a) visa should be valid for at least 1 month upon submission of documents (e.g. today is July 10, 2007, 9(a) visa should be valid until at least August 10, 2007)
Employment Contract/Board Resolution/Board Secretary's Certificate	2 xerox	CERTIFIED TRUE COPY OF THE NOTARIZED per page should state "certified true copy", name and signature of the person who did the certification position stated should be consistent with letter request, Certificate of Non-Availability, AEP and GAF (e.g if CNA is with extension, everything should be with extension. If CNA is without extension, everything should be without extension, except for AEP) contains employment start and term states employment start is either 2 months after submission of documents to CEZA or "upon issuance of AEP" all pages should be signed by CWV applicant and concerned official/s (Authorized representative, CEO, HR Head or whoever is concerned) FOR EMPLOYMENT CONTRACT ONLY: should have name and signature of at least two (2) witnesses

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Resume/Bio-data	2 xerox	should state either in the educational background and/or employment record and/or trainings attended the qualifications for the said position requested in the RAF should have picture and signature of expat
Affidavit of Support	1 original, 1 xerox	NOTARIZED should state that the company is capable of providing the salary and all the benefits of the expat should state "that our company has verified that no pending criminal, civil and/or administrative case has been filed against the applicant by the time this application was submitted at CEZA for his/her CEZA Working Visa"
Affidavit of one and the same person stamped received by the Bureau of Immigration - Main	2 xerox	for any discrepancy in the name of the expat in his/her passport and documents submitted that is not explained in the passport
CWV Express Lane Fee		P1,500 manager's check payable to BID, no cash please
CWV Processing Fee		P7,080 manager's check payable to BID, no cash please
CWV Processing Fee		\$50 cash payable to CEZA

notes:

- 1) for Sta. Ana submitted applications, a 3rd copy, all xerox copies only is required
- 2) all notary should contain the following:
 - date document was notarized
 - page #
 - doc #
 - book #
 - series year
 - passport/any government issued id where the assigned id # is non-changeable
 - issue date of the id used
 - issue place of the id used
- 3) a 3rd copy (all xerox) of all documents is required for those that were submitted at CEZA Sta. Ana

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Dependent

Letter of Request	1 original, 1 xerox	can be included in the letter request for the principal CWV holder specify name of principal CWV holder
CEZA General Application Form (GAF) w/ original 2x2 picture	2 original	NOTARIZED all pages should be signed by CWV applicant and principal CWV holder all spaces should be filled up <1st pg> applicant's residence for the last five (5) years: state applicant's residence in the Philippines <3rd pg> address of petitioner: makati-based i-gaming locators should state both address in makati and in Sta. Ana. Otherwise, state only address in Sta. Ana. <3rd pg> name of petitioner's representative: state the name of the principal CWV holder <3rd pg> position in the company: state position of principal cwv holder <3rd pg> position to be occupied by the alien in the company: state dependent <3rd pg> primary purpose of the company: state the business sector of the company FOR CHILDREN ONLY: child's right thumbmark or the signature of the parent who is not the principal cwv holder are acceptable alternates for the his/her signature
Passport	2 xerox	CERTIFIED TRUE COPY pages that contain identification of passport holder, signature of passport holder, amendments and/or endorsements and/or remarks, all visa pages with stamps/visas whether in the Philippines or in other countries. Includes stamps/visas in paper for those affected by Memorandum FSC 211-12. All visa pages unxeroxed will automatically be assumed blank clear copies as in passport number printed using holes should still be visible and readable 9(a) visa should be valid for at least 1 month upon submission of documents (e.g. today is July 10, 2007, 9(a) visa should be valid until at least August 10, 2007)
Proof of affiliation	2 xerox	marriage contract, birth certificate, family census register, etc.
Certificate of Translation/Certificate of Authentication of Translation by the Embassy	2 xerox	in case the proof of affiliation submitted had to be translated
Principal CWV holder's CWV certificate	2 xerox	if principal CWV holder was issued his/her CWV certificate already
Affidavit of one and the same person stamped received by the Bureau of Immigration - Main	2 xerox	for any discrepancy in the name of the expat in his/her passport and documents submitted that is not explained in the passport
CWV Certificate		ACTUAL CWV CERTIFICATE
Affidavit of Loss	1 original	in case of loss of old CWV certificate
CWV Express Lane Fee		P1,500 manager's check payable to BID, no cash please
CWV Processing Fee		P7,080 (ages 19 and above) or P6,330 (ages 18 and below) manager's check payable to BID, no cash please
CWV Processing Fee		\$50 cash payable to CEZA

notes:

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 - date document was notarized
 - page #
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 - book #
 - series year
 - passport/any government issued id where the assigned id # is non-changeable
 - issue date of the id used
 - issue place of the id used
- 3) a 3rd copy (all xerox) of all documents is required for those that were submitted at CEZA Sta. Ana