

AEP- NCR SUBMISSION CHECKLIST (RENEWAL)

	DOLE NCR	CEZA Pasig
Existing AEP	original	xerox (front and back pg in 1 side)
Letter of Request (please refer to position in previous year's LEPO certification, including extension)	original	xerox
AEP application form w/ 1x1 picture, NOTARIZED	original	xerox
Employment Contract/Appointment/Board Secretary's Certificate on the election of foreign national, NOTARIZED	original	xerox
Passport (pages that contain name of passport holder, expiration of existing working visa and other pertinent notes)	xerox	xerox
CEZA certificate of registration (in exchange for mayor's permit)	xerox	
2 pcs 1x1 pics and 2 pcs 2x2 pics	original	
CEZA LEPO Certification (need for continuing services)	original	
BIR ID	xerox	
Renewal Fee (P3000 manager's check payable to DOLE NCR) (renewal not late)		
Renewal + Penalty Fee (P28000 manager's check payable to DOLE NCR) (renewal late)		
Extension Fee (P3000 manager's check payable to DOLE NCR per additional year if contract submitted is valid for more than 1 year)		

NOTES:

- 1) SUBMIT DOCUMENTS 1 MONTH BEFORE THE EXPIRATION OF THE FOREIGN NATIONAL'S AEP
- 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.
- 4) EXPATS THAT CHANGED POSITIONS ARE CONSIDERED NEW APPLICANTS. ERGO REFER TO AEP-NCR CHECKLIST (NEW)