

**AEP-R02 SUBMISSION CHECKLIST (RENEWAL)**

	<b>DOLE R02</b>	<b>CEZA Sta. Ana</b>
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 (only name of spouse, citizenship (of spouse), work experience and email address can be answered by "not applicable"), NOTARIZED	2 original	xerox + 1 pc. 2x2 original picture
Employment Contract/Appointment/Board Secretary's Certificate on the election of foreign national (should stated the duties, and responsibilities stated in the Recruitment Assistance Form and extended RAF, if previously requested by DOLE, all pages should be signed by foreign employee and concerned official/s (Authorized representative, CEO,HR Head or whoever is concerned)), NOTARIZED	2 original	xerox, CERTIFIED TRUE COPY
Biodata (CEZA format) (only email address, philippine cellphone number, spouse and children information can be answered by "not applicable" in page 1. information in page 2 should match the qualifications for the said position requested in the RAF and extended RAF, if previously requested by DOLE. all information requested in page 3 should be answered), NOTARIZED	original	original
Passport (pages that contain name of passport holder, expiration of existing working visa valid for at least 1 1/2 months upon submission to CEZA and other pertinent notes)	xerox	
CEZA certificate of registration (in exchange for mayor's permit)	xerox	
3 pcs 1x1 pics and 2 pcs 2x2 pics	original	
BIR ID	xerox	
Renewal Fee (P3000 manager's check payable to DOLE) (renewal not late)		
Renewal + Penalty Fee (P28000 manager's check payable to DOLE) (renewal late)		
Extension Fee (P3000 manager's check payable to DOLE per additional year if contract submitted is valid for more than 1 year)		

**NOTES:**

- 1) THERE SHOULD BE NO BLANK SPACES IN THE AEP APPLICATION FORM
- 2) SUBMIT DOCUMENTS 3 MONTHS BEFORE THE EFFECTIVITY OF THE FOREIGN NATIONAL'S CONTRACT
- 3) EXPATS THAT CHANGED POSITIONS ARE CONSIDERED NEW APPLICANTS. ERGO REFER TO AEP R02 CHECKLIST (NEW)