



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
**Region 9**

3<sup>rd</sup> Floor, QNS Building, Veterans Avenue Extension  
 Tumaga Road, Zamboanga City



**CHECKLIST OF REQUIREMENTS ON APPLICATION FOR  
 ALIEN EMPLOYMENT PERMIT**

<b>Applicant Name and Address</b>		<b>Contact No</b>		
<b>Authorized Rep. and Address</b>		<b>Contact No</b>		
<b>Received By:</b>				
<b>Received Date:</b>		<b>Status:</b>	<b>Complete</b>	
			<b>Incomplete</b>	
<b>Remarks:</b>			<b>Returned Date:</b>	
<b>Basic Requirements:</b>			<b>YES</b>	<b>NO</b>
1. Duly accomplished Application Form				
2. Photocopy of passport with valid visa or Certificate of Recognition for refugees or stateless persons, from any of the following: Department of Justice, Bureau of Immigration, United Nations High Commissioner for Refugees (UNHCR)				
3. Contract of Employment/Appointment or Board Secretary's Certificate of Election				
4. Photo copy of Mayor's Permit to operate business or in case of locators in economic zones, Certificate from the PEZA or the Ecozone Authority that the company is located and operating within the ecozone, Certificate of Non-availability as determined by Export Zone locators				

**Fees:**

- Permit fee of 8,000.00 for 1 year validity or fraction thereof (at least 30 days shall be considered one (1) whole year) plus 3,000.00 for every additional year of validity or a fraction thereof, which shall not exceed five years
- Permit fee shall be paid upon submission of application, broken down as:
  - 4,000.00 as publication fee, for new AEP application 1,000.00 as filing fee; and
  - 3,000.00 as permit fee for one year validity or a fraction thereof; plus 3,000.00 for every additional year of validity or fraction thereof

**Fines if found working without valid AEP prior to application:**

- 10,000.00 for every year or fraction thereof, for the employer found employing Foreign National without valid AEP
- 10,000.00 for every year or fraction thereof, for the Foreign National

**For AEP Card Replacement:**

- Replacement of AEP card shall require a fee of 750.00 pesos. In case of loss of AEP, request for replacement shall be supported by an **Affidavit of Loss**. Any change of information or entries in the AEP card shall be subject to payment of 750.00 pesos.