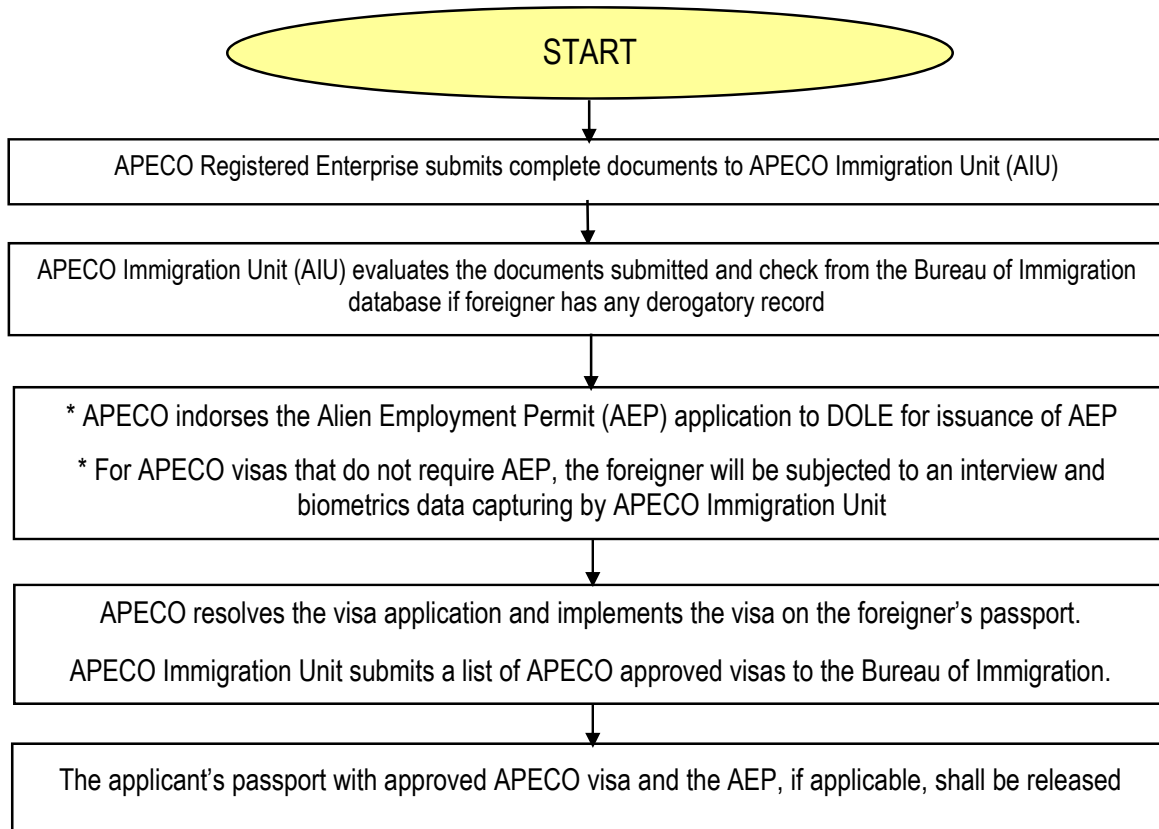


FLOWCHART OF PROCEDURES ON HOW TO APPLY FOR AN ALIEN EMPLOYMENT PERMIT (AEP) AND APECO VISAS

REMINDER:

- To save time, foreigner may apply for National Bureau of Investigation (NBI) Clearance while preparing the other requirements for APECO Investor's Resident Visa (ASIV).
- The applicant or any duly authorized liaison officer of APECO may process application for AEP and APECO visas
- Completely fill out the APECO forms to avoid unnecessary delay.



PRIMER ON APPLICATIONS FOR

- **ALIEN EMPLOYMENT PERMIT (AEP)**
- **APECO SPECIAL INVESTOR'S RESIDENT VISA (ASIV)**
- **APECO PERMANENT RESIDENT VISA (APRV)**
- **APECO WORKING VISA (AWV)**
- **APECO EXEMPTION FROM AEP AND WORKING VISA (ACE)**

APECO IMMIGRATION UNIT (AIU)

INTRODUCTION

As an added attraction to foreign investors, APECO Immigration Unit (AIU) offers streamlined visa processing with competitive rates on various visas and permits. **APECO Special Investor's Resident Visa (ASIV), APECO Permanent Resident Visa (APRV), APECO Working Visa (AWV), APECO Dependent's Visa (ADV) and APECO Certificate of Exemption from Alien Employment Permits and Working Visas (ACE)** are visas issued by APECO pursuant to Republic Act No. 9490, as amended by RA 10083, APECO's promulgated rules and regulations and the existing Memorandum of Agreement and Joint Memorandum Order signed by APECO, Bureau of Immigration (BI) and Department of Labor and Employment (DOLE). APECO also issues various permits like APECO Provisional Work Permit (APWP) and APECO Special Work Permit (ASWP) to foreigners who will work for a short duration.

VISA FEATURES AND INCENTIVES

APECO SPECIAL INVESTOR'S RESIDENT VISA (ASIV)

The APECO Special Investor's Resident Visa (ASIV) has the following features:

- (1) Multiple entry privilege with exemption from:
 - Exit Clearance Certificate,
 - Re-entry Permit,
 - Special Return Certificate, and
 - Alien Employment Permits and all types of clearances, permits, and licenses.
- (2) Indefinite validity period, unless sooner revoked and subject to the condition that the grantee's continuing investment within the Philippines is equivalent to not less than One Hundred Fifty Thousand US Dollars (US\$150,000.00).

- (3) Proof of Investment may be in the form of bank deposits, bonds, stocks, capital investment, and money markets.

APECO PERMANENT RESIDENT VISA (APRV)

The APECO Permanent Resident Visa (APRV) is issued to a qualified foreign national who established or is in the process of establishing a residence within the Aurora Ecozone, whether through acquisition of real property or through a contract granting the foreign national a right to reside within the Aurora Ecozone for a minimum of five (5) years.

APECO WORKING VISA (AWV)

The APECO Working Visa (AWV) issued to foreign nationals in supervisory or technical position are granted multiple entry privilege with exemption from:

- Exit Clearance Certificate,
- Re-entry Permit,
- Special Return Certificate, and
- Alien Employment Permits and all types of clearances, permits, and licenses

Foreign nationals whose nature of employment is neither supervisory nor technical in nature are required to secure Alien Employment Permit (AEP) from Department of Labor and Employment (DOLE). The validity of the APECO Working Visa (AWV) shall not exceed three (3) years and shall be coterminous with the validity of the Alien Employment Permit (AEP).

APECO DEPENDENT VISA (ADV)

This visa is issued to the principal's spouse and unmarried children below 21 years old. An ADV holder need not secure a Special Study Permit or a Student Visa for purposes of studying in any school in the Philippines duly accredited to accept foreign students.

APECO SPECIAL WORK PERMIT (ASWP)

This permit is issued by APECO to foreigners whose contract of employment is for a period not exceeding ONE HUNDRED EIGHTY (180) days.

APECO PROVISIONAL WORK PERMIT (APWP)

This permit is issued to foreigners with a pending application for working visa. The permit is valid for three (3) months or until a working visa has been issued.

ALIEN EMPLOYMENT PERMIT (AEP)

In general, the Department of Labor and Employment (DOLE) Alien Employment Permit (AEP) shall serve as one of the prerequisites in the application for an APECO Working Visa (AWV) except when the foreigner will be employed in a supervisory or technical position.

APECO CERTIFICATE OF EXEMPTION FROM ALIEN EMPLOYMENT PERMIT AND WORKING VISA (ACE)

Pursuant to Section 6(r) of RA 10083, APECO may issue exemptions from the requirements of alien employment permits (AEP) and/or working visas for aliens employed with, or consultants of, APECO-registered enterprises who will stay and perform work in the Philippines for less than six (6) months.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR ALIEN EMPLOYMENT PERMIT (AEP)

Only applications with the following complete documentary requirements shall be received and acted upon by APECO for endorsement to the DOLE Provincial/Regional Office within eight (8) working hours from receipt of application:

- a) Letter request;
- b) Duly accomplished application form;
- c) Photocopy of passport stamped with valid visas;
- d) Employment Contract for non-elective positions and Secretary's Certificate/Board Resolution on the election/appointment for elective position;
- e) Photocopy of the Permit to Operate (PTO)/Certificate of Registration (COR) issued by the APECO;
- f) Photocopy of applicant's Taxpayer Identification Number (TIN);

Incomplete applications shall not be accepted by APECO or DOLE, as the case may be, without prejudice to re-filing upon the completion of the required documents.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR APECO SPECIAL WORK PERMIT (ASWP)

Applications for ASWP shall be subject to the following documentary requirements:

- a) Notarized letter request from employer
- b) Duly accomplished Application Form
- c) Photo copy of Passport Bio page and latest immigration stamp
- d) Letter of Appointment for Employment (not exceeding 6 months)
- e) Copy of the Certificate of Registration or Permit to Operate
- f) Bureau of Immigration Clearance Certificate

Applications for the renewal of an ASWP shall be subject to the following documentary requirements:

- a) Notarized letter request from employer
- b) Application form
- c) Photo copy of Passport Bio page and latest immigration stamp
- d) Bureau of Immigration Clearance Certificate

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR APECO PROVISIONAL WORK PERMIT (APWP)

Applications for APWP shall be subject to the following documentary requirements:

- a) Notarized letter request from employer
- b) Duly accomplished Application Form
- c) Photo copy of Passport Bio page and latest immigration stamp
- d) Copy of DOLE AEP Official Receipt
- e) Bureau of Immigration Clearance Certificate

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR APECO WORKING VISA (AWV)

Applications for AWV shall be subject to the following documentary requirements:

- a) Notarized Letter Request signed by the duly authorized representative of the employer
- b) Duly accomplished Application form
- c) Photo copy of Passport Bio page and latest immigration stamp
- d) Certified true copy of a valid AEP, if applicable
- e) Employment Contract if exempted from Alien Employment Permit (AEP)
- f) Copy of the employer's Income Tax Return of the preceding year duly received by BIR; and
- g) Bureau of Immigration Clearance Certificate

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR APECO SPECIAL INVESTOR'S RESIDENT VISA (ASIV)

Applications for ASIV shall be subject to the following documentary requirements:

- a) Notarized letter request signed by the Corporate Secretary with a sworn declaration that the applicant's investment in an APECO registered enterprise amounts to at least US\$150,000 or its peso equivalent,;
- b) Duly accomplished Application Form;

- c) Proof of investment of US\$150,000 in any APECO registered enterprise (the investment can be in the form of cash, bonds, stocks, capital investment, money market, and/or bank deposit)
- d) Photo copy of Passport Bio page and latest immigration stamp;
- e) NBI Clearance
- f) Bureau of Immigration Clearance Certificate

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR APECO PERMANENT RESIDENT VISA (APRV)

Applications for APRV shall be subject to the following documentary requirements:

- a) Notarized letter request signed by the applicant
- b) Duly accomplished APECO General Application Form
- c) Copy of document showing proof that applicant has established or is in the process of establishing a residence within the APEZF
- d) Photo copy of Passport Bio page and latest immigration stamp
- e) NBI Clearance
- f) Bureau of Immigration Clearance Certificate

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR APECO DEPENDENT'S VISA (ADV)

Applications for ADV shall be subject to the following documentary requirements:

- a) Notarized letter request;
- b) Duly accomplished APECO General Application Form;
- c) Certified True Copy of appropriate document showing proof of relationship between the petitioner and his/her dependent/s;
- d) Photo copy of Dependent's Passport Bio page and latest immigration stamp;
- e) Photo copy of the Petitioner's Passport Bio page and latest APECO visa stamp;
- f) NBI Clearance;
- g) Bureau of Immigration Clearance Certificate; and
- h) NICA clearance for restricted foreign nationals or those who, prior to their admission into the Philippines, are required to secure Philippine visa from the Philippine embassy/consulate located in their country of origin.

Note: Submission of additional supporting documents may be required for further verification and evaluation of application.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR APECO EXEMPTION FROM AEP AND WORKING VISA (ACE)

Applications for ACE shall be subject to the following documentary requirements:

- a) Notarized Letter Request from employer's duly authorized representative with a declaration that the alien applicant shall be employed in the Philippines for a period not exceeding six (6) months
- b) Duly accomplished Application form
- c) Biodata of the alien applicant
- d) Photo copy of Passport Bio page and latest immigration stamp
- e) Copy of the employer's Income Tax Return of the preceding year duly received by BIR; and
- f) Bureau of Immigration Clearance Certificate