

PHILIPPINE ECONOMIC ZONE AUTHORITY
Foreign Nationals Unit - Central Office
Double Dragon Center West, 8 Meridian Ave, DD Meridian Park,
Macapagal Avenue corner EDSA Extension, Bay Area, Pasay, Metro Manila
Phone Nos. +632 551-3451 Ext. 111, 112 and +632 551-3427

Checklist of Information and Documentary Requirements
For Special Non-Immigrant (47(a)2) Visa Application

Visa Application of Mr./Ms. : _____

Name of Company : _____

A. To be provided by PEZA LAG/FNU

- PEZA ZA/ZM Endorsement to the Director General
- Certified True Copy of the PEZA Official Receipt Issued for the Payment of the Visa Facilitation Assistance Processing Fee (duly certified by the PEZA Cashier or Eco zone Special Collecting Officer)

B. To be provided by economic zone foreign national applicants (kindly submit 4 sets [1 original copy for DOJ, Three (3) – legible Photocopies for BI, PEZA-FNU & PEZA Eco zone] of documents in sequence similar to the order below)

- DOJ Checklist Application for Change in Admission Status or for 47(a)2 Visa Extension
- Company's Letter Request to PEZA signed by the President/CEO. If Company's Letter Request is not signed by the President/CEO, please attach an Authorization Letter signed by the President/CEO, or a Corporate Secretary's Certificate attesting to the company's authorized signatory/ies for visa applications.
- DOJ Application Form (duly notarized)
- PEZA Certificate of Registration
- Photocopy of Passport of the Applicant (Bio-Page indicating name, date of birth, passport number, issuance/expiration dates, picture and Pages containing Date of Latest Arrival and Visa)
- DOJ 1st Endorsement (For Application for 47(A)2 Visa Extension Only)
- Secretary's Certificate/Certificate of Employment or Service Contract
- Bio-Data of the Applicant (signed by foreign national)
- Photocopy of Alien Employment Permit (AEP) of foreign national, or if AEP is not yet available, please submit legible photocopy of DOLE Official Receipt)
- Certification signed by the President/CEO/duly authorized representative as stated in the Board Resolution of the company, as to the updated number of employed foreign nationals of the company

C. Additional Requirements for Qualified Dependents (if any)

- Photocopy of Passport of Qualified Dependent/s (Bio-Page indicating name, date of birth, passport number, issuance/expiration dates, picture and Pages containing Date of Latest Arrival and Visa)
- Affidavit of Support
- Marriage Certificate or equivalent document (copy should be in English or with notarized English translation duly authenticated by the applicant foreign national's respective Embassy or Consular Office)
- Birth Certificate or equivalent document (copy should be in English or with notarized English translation duly authenticated by the applicant foreign national's respective Embassy or Consular Office)

REMARK(S)
