**EOD.2.I.001**

Rev. 02: August 01, 2019

**PHILIPPINE ECONOMIC ZONE AUTHORITY**

**Foreign Nationals Unit-Central Office**

**Ground Floor, Bldg. 4-B, DOE-PNOC Complex, Energy Center,**

**34th St., Bonifacio Global City, Taguig City 1634**

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** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **To be provided by PEZA EAD/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 Ecozone Special Collecting Officer)

1. **To be provided by economic zone foreign national applicants (kindly submit 4 sets\* 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, passportnumber, 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

1. **Additional Requirements for Qualified Dependents (if any):**

* Photocopy of Passport of Qualified Dependent/s (Bio-Page indicating name, date of birth, passportnumber, 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)

**Nota Bene: \***One (1) - Original copy for DOJ; Three (3) – legible Photocopies for BI, PEZA-FNU & PEZA Ecozone; PEZA reserves the right to impose additional requirements it deems relevant/necessary to process the application.

**REMARK(S)**

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