

**PHILIPPINE ECONOMIC ZONE AUTHORITY**  
**Foreign Nationals Unit-Central Office**  
**Ground Floor, Bldg. 4-B, DOE-PNOC Complex, Energy Center,**  
**34<sup>th</sup> 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 :** \_\_\_\_\_

**A. 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)

**B. 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, passport number, issuance/expiration dates, picture and Pages containing Date of Latest Arrival and Visa)
- DOJ 1<sup>st</sup> 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)

**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)

**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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