

PHILIPPINE ECONOMIC ZONE AUTHORITY
Foreign Nationals Unit – Head Office
DoubleDragon Center West Building
DD Meridian Park, Macapagal Avenue, Pasay City
Phone Nos. +632 551-3451 Ext. 111, 112 and +632 551-3427

**List of Documentary Requirements
for PEZA Visa (PV) Application**

A. To be provided by PEZA Zone Administrator or Manager (ZA/ZM)

1. PEZA ZA/ZM Endorsement to the Director General
2. Copy of PEZA Official Receipt issued for payment of the Processing Fee duly certified as true copy by the PEZA Cashier or the assigned Special Collecting Officer of PEZA in the ecozone or print out of the successful confirmation of the Processing Fee payment through the Electronic Payment and Collection System, and indicating therein the name of the foreign national and his/her qualified dependents, if applicable

B. To be provided by economic zone foreign national applicants/ authorized representative

1. Checklist of application for PV Extension or for Change of Admission. (LAG.2.F.003)
2. Notarized Application Form signed by the company's duly authorized official and Applicant. (LAG.2.F.004)
3. Notarized Company's letter-request addressed to the PEZA Director General signed by its President, Chief Executive Officer (CEO) or any of the company officers indicated in its updated General Information Sheet (GIS). If the signatory is other than the President, CEO or officer indicated in the updated GIS, the company or partnership must submit an original or certified true copy (certified by the issuing party) of the Board Resolution or Secretary's Certificate authorizing such signatory. If signing authority is a foreign national, attach a copy of working visa. (LAG.2.F.001)
4. Photocopy of PEZA Certificate of Registration
5. Photocopy of passport biopage of the applicant with validity of not less than six (6) months from time of application and pages containing date of latest arrival and valid visa. If 47(a)2/PEZA visa holder, attach the DOJ 1st Indorsement/PEZA Visa Approval Order
6. Notarized Certificate of Employment or Contract of Employment, indicating the period of employment
7. Notarized Certification signed by the President or Chief Executive Officer or duly authorized official stating (1) the number of foreign nationals employed vis-à-vis Filipino employees; and (2) the current percentage of employed foreign nationals over the total work force

8. Certified True Copy of the foreign national's Alien Employment Permit (AEP) or Certificate of Exclusion issued by DOLE
9. Comprehensive Bio-data/Resume/Curriculum Vitae duly signed by the applicant
10. Understudy with Undertaking for non-executive positions signed by company's duly authorized official, the foreign national, and the corresponding understudies. (Refer to PEZA IRR Rule XVIII Section 3)
11. Organizational chart of the enterprise with legible name and positions of officers/personnel.
12. For applications submitted through consultants, travel agencies, law firms or any other representatives, the following documents shall be attached: (1) authorization letter duly signed by the President or an authorized official of the enterprise; (2) authorization letter of the designated consultant, travel agency, law firm or other representatives to its respective processor; and (3) photocopy of the processor's photo ID

C. Additional Requirements for Qualified Dependents (if any)

1. Notarized Application Form (per dependent if applying as inclusion), signed by the Company's duly authorized official, the Principal, and the applicant. (LAG.2.F.004)
2. Photocopy of the Passport of the dependent/s. (name, pages containing date of latest arrival, and tourist visa valid for at least twenty [20] days)
3. For New / Initial PV applications (any of the following):
 - i. Original Birth Certificate (Children)/Marriage Certificate (Spouse)/Family Registry with English Translation and Apostille OR Philippine Embassy/Consulate Authentication from Applicant's country of origin OR PSA-issued Marriage/Birth Certificate.
 - ii. Certified True Copy of the Apostilled, Authenticated or Attested Marriage/Birth Certificate/Family Registry from the appropriate issuing foreign office.
 - iii. Print out of the emailed Apostilled, Authenticated or Attested Marriage/Birth Certificate/Family Registry from the appropriate foreign office accompanied by a Notarized Undertaking / Affidavit signed by the Foreign National attesting to the veracity and validity of the issuance of the said print out copy.

For Renewal of PV applications:

- i. Photocopy of Apostilled, Authenticated or Attested Marriage/Birth Certificate/Family Registry.
4. Notarized Affidavit of Support/Guarantee, executed by the PEZA-registered company's President/Vice-President, or duly authorized official.