PHILIPPINE ECONOMIC ZONE AUTHORITY
Foreign Nationals Unit – Head Office
PEZA Investment and Corporate Center
Roxas Boulevard corner San Luis Street, Pasay City 1300
Trunk Line No.: (632) 8551-3451 Loc. 111/112 | E-mail Add: fnu@peza.gov.ph

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/OIC Endorsement to the Director General.
2. Copy of the successful payment received thru email as proof of payment, indicating therein the payment details, including the Payment Number and name of the foreign national and/or his/her qualified dependent/s.

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

1. Checklist of application for PEZA Visa New/Renewal. (LAG.2.F.003)
2. Notarized Application Form for Principal signed by the company's duly authorized official and Applicant. (LAG.2.F.008)
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). (LAG.2.F.001) 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 the signing authority is a foreign national, attach a copy of the working visa.
4. Photocopy of PEZA Certificate of Registration.
5. Photocopy of passport biopage of the applicant with validity of more than six (6) months from time of application and pages containing date of latest arrival and valid visa. If PEZA visa holder, PEZA Visa Approval Order.
6. Notarized Certificate of Employment or Contract of Employment or Secretary Certificate, indicating the period of employment.
7. Certified True Copy of the foreign national's Alien Employment Permit (AEP) or Certificate of Exclusion issued by DOLE.
8. Comprehensive Bio-data/Resume/Curriculum Vitae duly signed by the applicant.
9. Organizational chart of the enterprise with legible name and positions of officers/personnel.

C. Additional Requirements for Qualified Dependents (if any)

1. Notarized Application Form for dependent (inclusion only), signed by the Company's duly authorized official, the Principal, and the applicant. (LAG.2.F.006)
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. <u>For New / Initial PV applications (any of the following):</u>
    i Original copy of the Apostilled, Authenticated or Attested Marriage/Birth Certificate with English Translation from Applicant's country of origin;
    ii Certified true copy of the Apostilled, Authenticated or Attested Marriage/Birth Certificate from the appropriate issuing foreign office; or

iii Print out of the emailed Apostilled, Authenticated or Attested Marriage/Birth Certificate from the appropriate foreign office accompanied by a Notarized Undertaking / Affidavit signed by the FN 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.