PHILIPPINE ECONOMIC ZONE AUTHORITY

Foreign National 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 the Cancellation of PEZA Visa (PV)

1. Company's letter-request addressed to the PEZA Director General duly signed by the President/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 must submit an original or certified true copy (certified by the issuing party) of the Board Resolution or Secretary's Certificate authorizing such signatory, stating completely the following details:

    a. Name, Nationality and Position/Title of the foreign national.
    b. Name and Nationality of the dependent/s, if any.
    c. Reason for the cancellation of PV with corresponding document/s must be submitted as proof of the reason cited:
        - **i. Resignation of the PV holder**
            1. Original resignation letter of the foreign national/Principal PV holder, addressed to the Petitioner/Company, duly signed by the foreign national/ Principal PV holder and duly received by the Petitioner/Company.
        - **ii. Termination of employment**
            1. Original termination letter of Petitioner/Company, duly signed by the Petitioner/Company's signatory and duly received by the foreign national/Principal PV holder.
        - **iii. Non-renewal of PV**
            1. Notification by the Petitioner/Company to the foreign national/Principal PV holder and duly received by the foreign national/Principal PV holder.
        - **iv. Late filing of extension of PV**
            1. Notarized Affidavit of undertaking to immediately apply for PV.
        - v. **Change in position** while employed within the same company/employer, **separately** submit the following **original documents** to the Office of the Director General:
            1. Notarized letter request for exemption from OTL addressed to the PEZA Director General, indicating the reason for the change in position.
            2. Contract of Employment duly signed by the foreign national/Principal PV holder under the new position.
            3. Affidavit of undertaking to immediately apply for PV.
            4. Copy of PEZA Approval Order.
            5. Authorization letter duly signed by the President/CEO/authorized signatory or Special Power of Attorney/Board Resolution/Secretary Certificate (as authorized representative).
            6. Photocopy of the authorized representative's company ID with signature.
    d. Effectivity date of the cancellation.
    e. Contact details and email address of the company's representative as authorized per SPA or Board Resolution or Secretary's Certificate.

2. Photocopy of PEZA Certificate of Registration.
3. Photocopy of passport bio page of the foreign national and page stamped of the valid visa
4. Copy of the PV Approval Order and BI-PEZA Order.
5. Copy of proof of AEP Cancellation (applicable for cancellation reasons under 1(c) i, ii, iii, and v).
6. Authorization letter duly signed by the President/CEO or an authorized official of the company for the company representatives processing the request and/or Special Power of Attorney (SPA) for third-party service providers.
7. Photocopy of the processor's valid ID/s with signature (if more than one).

Important Reminders:

1. One (1) set of the above-listed requirements should be filed to the Office of the Director General either thru email or physical copy.
2. Any handwritten corrections, erasures or revisions on the details of the submitted notarized letter request must be countersigned by the letter signatory. Otherwise, the request will not be entertained and will require resubmission with an updated notarized letter request.