

**CHECKLIST OF REQUIREMENTS**  
**REQUEST FOR AUTHORITY TO EMPLOY FOREIGN TECHNICIANS IN PARTIALLY**  
**OR WHOLLY NATIONALIZED TRADE, BUSINESS, INDUSTRY, OR UNDERTAKING**  
**(Commonwealth Act No. 108, as amended – Anti-Dummy Law)**

1. Application Form and Checklist (Duly accomplished and notarized);
2. Official Department of Justice (DOJ) Receipt;
3. Supporting Documents:
  - a. Curriculum Vitae (CV) or Résumé of the foreign national;
  - b. Original passport and photocopy of Biopage B, with stamps of latest arrival and valid visa;
  - c. Original or Certified True Copy of the Contract of Employment;
  - d. Detailed Job Description (certified by the Human Resources/Employer and conformed by the Employee);
  - e. Original or Certified True Copy of Written Undertaking by the Employer to train at least two (2) Filipino Understudies in technical skills, with conformity of the Understudies;
  - f. CV or Résumé of each Filipino Understudy;
  - g. Original or Certified True Copy of Articles of Incorporation/Certificate of Registration of the Company/Corporation (Note: for Single Proprietorship, Department of Trade and Industry (DTI) Registration and Business Permit will suffice);
  - h. Affidavit to Leave the Country upon expiration of contract by the Foreign National;
  - i. Affidavit of Support and Guaranty of Return Fare by the Employer; and
  - j. Alien Employment Permit and Copy of previous DOJ-issued Authority to Employ “technical” Foreign Employee (for extension of Authority to Employ).