

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).