

Based on Stage 1 pre-approval, you and your dependent/s have been granted a 9(a) entry visa. This allows you to enter Philippines, where you will be granted an initial authorized stay within which you must be able to apply and secure Stage II approval (PWP, AEP & PEZA visa).

Kindly follow the steps below to initiate filing of your PWP, AEP and PEZA visa.

Step 1: To be initiated at least two (2) weeks before entering Philippines

A. **LMT Publication** - Please work with HR-TAG POC **Ms. Shella Reese Thea Rodriguez** (929862) to trigger another LMT publication as the previously issued LMT expires 30 days from date of publication. You are required to share a copy of this new LMT document.

B. **Issuance of Tax Identification Number** – Please work with HR SS POC **Ms. Joanne Soto** (539786). She will provide all necessary requirements to secure TIN. You are required to share a copy of this BIR 1904 form with TIN details.

Issuance of Organizational Chart – Please work with your **Project Manager** to create the Organizational Chart which is required for your PEZA visa application. You are required to share a copy of this to Immigration.philippines@cognizant.com for review and confirmation

C.

Step 2: Please email to us the following upon admission or arrival in the Philippines.

A. Self and Dependent/s

- a. Height (cm) and Weight (kg)
- b. Permanent Address in home country (as in passport), last 5 years –
- c. Address in the Philippines (Post your arrival in the Philippines) –
- d. Contact number in the Philippines (landline and mobile)
- e. Latest arrival stamp showing the valid stay in the Philippines;

B. Self only

- f. A copy of your valid LMT document issued by HR-TAG POC.
- g. A copy of your BIR 1904 with TIN details issued by HR-SS POC.
- f. Updated Resume in editable format. *

***Quick Guidelines to include the information related to your WP application:**

- 1. Name – It must be exactly how it appears on your passport (Given Name, Last Name)
- 2. Address – To reflect complete address in the Philippines where you are residing at the time of application.
- 3. Contact Details – To reflect the contact details where you are reachable at the time of application
- 4. Designation: It must be exactly as per HCM designation and LMT publication copy
- 5. Period of Employment: *current* Month and Year – Till Date
- 6. Company Name: Cognizant Technology Solutions Philippines, Inc.
- 7. Brief Summary of your Role in your Job Description document to be perform in the Philippines upon receipt of the work permit.

Step 3: Please wait for the appointment details for the signing of PWP, AEP and PEZA visa forms and submission of visa requirements.

- a. Original Passport – Self and Dependent/s
- b. 6 pieces (2 inch x 2 inch) pictures (white background, without eye glasses) – Self only
- c. 2 pieces (2 inch x 2 inch) pictures (white background, without eye glasses) – Dependent/s only
- d. Original Apostilled Marriage Certificate (for Spouse) or Birth Certificate (for Children) and it must include a notarized Affidavit for One and the Same Person should there be any discrepancy between the names in the passport and the certificate/s

Step 4: Please reach out to Christian Fernando (378627) for the schedule of New Hire Orientation (NHO) which is required for all associates joining Cognizant Philippines.

Important Compliance Obligation for Self and Dependent/s:

- Until PWP or AEP is approved, you and your dependent/s stay in Philippines is considered similar to a Tourist & limited Business travel, from immigration perspective.
- All rules and regulations, applicable to a BV traveler, will apply. Only BV permissible activities are allowed. No school or work-related activities / billing to be undertaken during this period.
- Your ESA assignment update to Philippines and related payroll changes will be effective, only from the date of PWP or AEP approval, post which you may start work / billing. **Please inform your manager accordingly.**
- Until the date your payroll gets transferred to Philippines, you will remain on home country payroll and per diem will be paid, if applicable.
- Until PEZA visa is approved, you and your dependent/s must ensure that authorized stay granted at POE is valid. Until PEZA visa is approved, if anyone of you move out of Philippines, a fresh 9a entry visa must be secured for him/her to re-enter.
- **PEZA dependent visa holder** are not allowed to engage in any informal or formal employment within or outside Cognizant. A separate work visa must be secured or applied to avoid non-compliance which could lead to possible deportation proceedings.