



SPECIAL WORK PERMIT (SWP)

COMMERCIAL

(Provisional Checklist pursuant to Operations Order Nos. JHM-2019-008, JHM-2019-009 and JHM-2020-002)

01

GENERAL INSTRUCTIONS [To avoid delay/denial in the processing of your application, please be advised of the following]

- 1 Enter legibly all the information required into the appropriate spaces on the form. If the information required is not applicable "N/A". Do not leave any item blank. Your answers must be in English and all entries must be in CAPITAL LETTER characters only
- 2 The Consolidated General Application Form (CGAF) must be accomplished in two (2) ORIGINAL copies. The first copy shall be submitted together with all the documents pertaining to this application and the second copy is intended for application of Alien Certificate of Registration Identity Card (ACR I-Card) to be submitted in a separate folder.
- 3 All documents required for submission must be complied with, arranged in the order as listed in the Checklist of Documentary (CDR), compiled in a legal size (8½ x 14 in.) folder and shall be submitted within the prescribed period, if applicable.
- 4 All sworn statements or affidavits must be original and duly notarized.
- 5 All civil registry documents issued in the Philippines (i.e. Birth Certificate, Marriage Certificate, Death Certificate, etc.) must be original and issued by the Philippine Statistics Authority (PSA).
- 6 All foreign documents must be original and authenticated by the Philippine Foreign Service Post (FSP), which has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if said document is issued by the local Embassy in the Philippines, with English translation if written in other foreign language; Apostille.
- 7 If the application is filed by an authorized representative, attach a photocopy of the Bureau of Immigration (BI) Accreditation Identification (ID) Certificate or an original Special Power of Attorney (SPA) for EACH applicant with a photocopy of a valid government-issued ID of attorney-in-fact.
- 8 The original valid passport of the applicant must be submitted to the Central Receiving Unit (CRU) personnel or concerned frontline officer for scanning. Thereafter, it shall be returned.
- 9 Special Work Permit (SWP) applicant/s should intend to work, engage in specific activities, or render services outside of an employment arrangement, such as: (a) Professional athletes, coaches, trainers and assistant; (b) International performers with exceptional abilities; (c) Artists, performers and their staff, who perform before an audience for a fee, subject to compliance with the requirements of the concerned agency, office or body; (d) Service suppliers coming primarily to perform temporary services and who do not receive salary or other remuneration from a Philippine source other than expenses incidental to their temporary stay; (e) Treasure hunters authorized to search for hidden treasure with permit from the concerned government agencies and instrumentalities; (f) Movie and television crews authorized to film in the country by the relevant regulatory office, body or agency; (g) Foreign journalists practicing their profession or covering a specific event in the country; (h) Trainee/s assigned in government instrumentalities, government owned controlled corporations (GOCCs) and private entities; (i) Lectures, researchers, trainers and other pursuing academic work, who are assigned in schools, universities, educational and research institutions, government agencies and other entities (with or without compensation); (j) Religious missionaries and preachers; (k) Commercial models and talents; (l) Culinary specialists/chefs; (m) Professionals; and (n) Consultants or specialists.
- 10 The applicant and/or Petitioner must always bring his/her original passport and/or valid ID (if Filipino) upon evaluation or interview by Visa Officer.

02

Checklist of Documentary Requirements

Please read carefully the above-stated General Instructions before proceeding with the completion of the documentary requirements.

A

Principal - Applicant

- ☐

1. Letter-request addressed to the Commissioner from the Petitioning company;
- ☐

2. Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3);
- ☐

3. Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
- ☐

4. Duly acknowledged Contract of Service, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of service, compensation and other benefits, and scope of duties;
- ☐

5. Submit the following documents for the particular positions (if applicable):

a. For Consultant or Specialist position, applicant must be at least twenty-five (25) years old and must submit the following:

☐

a.1.) Certified True Copy of Diploma or Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish educational attainment); and

☐

a.2.) Certificate of Training, Course Completion or resume as attested to by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish that applicant has at least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business).

☐

b. For regulated professions, applicant must submit Special Temporary Permit (STP) duly issued by the Professional Regulation Commission (PRC).

☐

6. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN); and

☐

7. BI Clearance Certificate.

1. Submit the following:

a. For Corporations, photocopies of the following:

☐ • Securities and Exchange Commission (SEC) Certificate of Registration;

☐ • Articles of Incorporation (AOI); and

☐ • General Information Sheet (GIS) for the current year, stamped received by SEC.

b. For Partnerships, photocopies of the following:

☐ • Securities and Exchange Commission (SEC) Certificate of Registration; and

☐ • Articles of Partnership (AOP).

c. For Single Proprietorships, photocopies of the following:

☐ • Department of Trade and Industry’s Certificate of Registration of Business Name.
- ☐ 2. For Corporation or Partnership, Board Resolution if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and in the latest GIS;
- ☐ 3. Photocopy of Petitioner’s Income Tax Return (ITR) with corresponding proof of payment (official receipt, bank teller’s validation slip, BIR’s eFPS payment details print-out or other similar evidence). For newly created company, submit photocopy of certificate of registration with BIR and Quarterly payment of taxes with corresponding proof of payment. For companies with no income or overpayment of taxes, in lieu of proof of payment, submit copy of ITR with proof of filing.
- ☐ 4. Submit the following for the particular positions (if applicable):

☐ a. For Treasure Hunter application, photocopy of Treasure Hunting/Survey/Salvage Permit duly issued by Department of Environment and Natural Resources (DENR) and appropriate permit from other concerned government agencies (e.g. National Museum) and instrumentalities.

b. For Religious Preacher application, submit endorsement from any of the following religious entities:

☐ b.1.) CBCP,

☐ b.2.) PCEC,

☐ b.3.) INC,

☐ b.4.) JIL, or

☐ b.5.) Other legitimate religious sects.

c. For Commercial Model, Foreign Journalist or Trainee application, submit endorsement from the following:

☐ c.1.) For Commercial Models: FAP.

☐ c.2.) For Foreign Journalists: Malacañang Press Corps.

☐ c.3.) For Trainees: GOCC or Sponsoring Private Entity.

☐ 5. Mayor’s Permit;☐ 6. Certification under oath by the Petitioner, stating whether it is applicant’s initial or final SWP, that all documents submitted are genuine and that the applicant shall exclusively work relative to the position applied for; and☐ 7. A sworn declaration of the petitioning company operating in the Philippines:

a. Undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) the taxes due on all income of the applicant; and

b. Stating that the entire salary or any other form of compensation of the SWP applicant shall be paid entirely by his/her home office outside the country (for SWP applicants who are not paid by the petitioning companies within the Philippines where they intend to render short-term work/services).

[To be filled out by Authorized BI Personnel only]

CERTIFICATION

This is to certify that the documents submitted in support of the application of

_____ are complete and in accordance with the provided checklist.

(Name of Applicant)

Evaluator: _____

Signature over printed name

Date

REMARKS:

Note: Submission of additional supporting documents may be required by the Bureau for further verification and evaluation of application. For applications filed thru representative/s: Special Power of Attorney of Photocopy of BI Accreditation ID