



**BI FORM V-NI-024-Rev 0**  
**CONVERSION TO SPECIAL NON-IMMIGRANT VISA**  
**UNDER EO 226, AS AMENDED BY RA NO. 8756**

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**G E N E R A L I N S T R U C T I O N S**

**To avoid summary dismissal/delay in the processing of your application/petition, 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, please write "N/A". Do not leave any item blank. Your answers must be in English and all entries must be in CAPITAL LETTERS using English characters only.
- 2. The 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 Requirements (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.
- 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. If the applicant is joined by his/her spouse and/or unmarried child(ren) below twenty-one (21) years of age, submit all corresponding documentary requirements for **EACH** dependent.
- 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 Officers.

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR CONVERSION TO SPECIAL NON-IMMIGRANT VISA UNDER EO 226, AS AMENDED BY RA NO. 8756**

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

- ☐ 1. Letter request addressed to the Commissioner for the grant of the visa by a responsible officer of the company;
- ☐ 2. Duly accomplished CGAF (BI Form CGAF-002-Rev 0);
- ☐ 3. Photocopy of passport bio-page and latest admission with valid authorized stay;
- ☐ 4. Certification by a responsible officer of the petitioner/company that:
  - a. The person in whose favor the visa is being requested is an executive of the applicant's company and will work exclusively for the petitioner's Regional Headquarters (RHQ) or Regional Operating Headquarters (ROHQ) which is duly licensed to operate;
  - b. The applicant will receive a salary and will be paid by the RHQ or ROHQ in the Philippines in an amount equivalent to at least Twelve Thousand United States Dollars (US\$12,000.00) or equivalent in other foreign currencies per annum;
- ☐ 5. Comprehensive bio-data or Curriculum Vitae (CV) of applicant, specifying, among others, his/her educational attainment, work experiences and trainings;
- ☐ 6. Securities and Exchange Commission (SEC) Certificate of Registration and General Information Sheet for the current year of the petitioner stamped received by the SEC;
- ☐ 7. BI Clearance Certificate; and
- ☐ 8. Original or certified true copy of Bureau of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.

**Checklist of Documentary Requirements for EACH Dependent**

- ☐ 1. Duly accomplished CGAF (BI Form CGAF-002-Rev 0);
- ☐ 2. Photocopy of passport bio-page and latest admission with valid authorized stay;
- ☐ 3. Proof of filiation with the applicant;
- ☐ 4. BI Clearance Certificate; and
- ☐ 5. Original or certified true copy of Bureau of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.

**[To be filled out by Authorized BI Personnel Only]**

**CERTIFICATION**

This is to certify that the documents submitted in support of the application of \_\_\_\_\_  
(Name of Applicant)  
\_\_\_\_\_ are complete and in accordance with the provided checklist.

Central Receiving Unit Evaluator:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date

Note: Submission of additional supporting documents might be required by the Bureau for further verification and evaluation of application.