



PROVISIONAL WORK PERMIT (PWP)

(Provisional Checklist pursuant to Operations Order Nos. JHM-2019-008 & 009)

- 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

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 with an undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) taxes due on all income of the applicant;
- ☐

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, Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, compensation and other benefits, and scope of duties;
- ☐

5. For consultant or specialist positions, a justification that despite best efforts, no Filipino is able and willing to provide such consultancy or specialized service;
- ☐

6. For Corporation or Partnership, Board Resolution if the signatories of the letter of application and employment contract are other than those appearing in the Articles of Incorporation and in the latest GIS;
- ☐

7. Photocopy of the official receipt of AEP or 9g application;
- ☐

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

9. Special Temporary Permit for an applicant who intends to practise profession regulated by the Professional Regulation Commission (PRC); and
- ☐

10. BI Clearance Certificate.

- B
- Petitioner / Company
- ☐

1. 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;
- ☐

2. Submit the following:

a. For Corporations or Partnerships, photocopies of the following:

☐

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

☐

• Articles of Incorporation; and

☐

• General Information Sheet for the current year, stamped received by SEC.

b. For Single Proprietorships, photocopies of the following:

☐

• Department of Trade and Industry's Certificate of Registration of Business Name.

☐

3. Mayor's Permit.
- [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
- 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
- REMARKS:
-
- Republic of the Philippines

Department of Justice BUREAU

OF IMMIGRATION

Patritism•Integrity•Professionalism
- Website: www.immigration.gov.ph • E-mail: xinfo@immigration.gov.ph • Facebook: officialbureauofimmigration • Twitter: immigrationPH