

**Republic of the Philippines**  
**Department of Justice**  
**BUREAU OF IMMIGRATION – Manila**  
**菲律賓司法部移民局 - 馬尼拉**

申請人注意事項

**RBR-98**

**NOTICE TO ALL APPLICANTS/PETITIONERS**

**RBR-98 Notice to All Applicants/Petitioners 注意事項:**

To avoid the inconvenience of a summary denial of your application/petition, please be advised of the following:

1. All sworn statement or affidavits must be properly notarized, indicating therein therein the proof of identification of the party being sworn by the notary public. 所有宣誓書應予以公證,並註明宣誓者之身分.
2. All documents to be submitted must be properly authenticated. Documents executed outside of the Philippines must be authenticated by officials of the Philippine foreign service at its place of execution or nearest to it. Any document executed within the Philippines must be only certified by the offices having official custody of the originals. 國外核發之文件應在當地或最近之菲律賓領事館辦辦公證. 國內核發之文件應由持有正本者提供證明書.
3. All required documents in nos. 1 & 2 must be submitted and in order, otherwise your application or petition cannot be processed immediately. 第 1, 2 項所需文件應按照順序繳交, 以期儘速辦理.

身分更正為入境前聘僱所需文件

**CHANGE OF STATUS TO PRE-ARRANGED EMPLOYEE**  
**(Section 9, para G), Commercial**

1.  Letter request from the petitioner – organization 聘僱公司申請函
2.  General application form duly accomplished and notarized 填妥完畢並已公證過之申請書(BI Form No RBR 98-01)
3.  2X2 picture to be attached to the application form 兩吋照片浮貼於申請書上
4.  Articles of Incorporation, By-Laws, SEC certificate of Registration of petitioner 聘僱公司之公司章程及公司登記證明
5.  Alien Employment Permit (AEP) from the Department of Labor and Employment 勞工就業部核發之外籍人士就業核准證明
6.  Income Tax Return and proof of payment of taxes by the petitioner 聘僱公司報稅證明及繳稅證明
7.  Contract or agreement entered into for the applicant's service stating term of service and exact compensation and other benefits to be received 聘僱契約, 應註明聘僱期間及應得薪資及其他福利
8.  Bio-data 履歷表
9.  Affidavit of support and guarantee executed by the petitioner in favor of the applicant 聘僱公司經濟支助證明及保證書
10.  Certification by the Human Resource Director/Personnel Officer as to the number of foreign nationals employed by the petitioner 人力資源主任或人事室主任提出證明, 說明聘僱公司所聘僱外籍職員之人數
11.  True copy of the applicant's passport showing admission status and updated stay 申請人已公證之護照影本, 註明入境身分及最近停留資料
12.  Other supporting documents which will aid in the evaluation of the application (please specify) 其他有助申請案件評估之資料(請註明)

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If the application will be accomplished by his/her spouse and unmarried minor children 若申請書有申請人之配偶或未婚之未成年子女者須附以下資料:

13.  Marriage certificate/Birth certificates of unmarried minor children 結婚證書/未婚之未成年子女之出生證明
14.  True copies of the passports of the spouse and unmarried minor children 配偶及未婚之未成年子女已公證之護照影本