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

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:
爲避免申請人資料無效,請注意以下事項:

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. 所有證明文件予以公證,並註明申請公證者之身分.
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理公證. 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.

CHECKLIST OF REQUIREMENTS FOR CHANGE OF STATUS TO TREATY TRADER
(SECTION 9, Para. D, P. I. A., as amended)
聘僱入境前變更身份所需文件

A.

A.1. [ ] Letter request from the petitioner 聘僱公司申請函

A.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)

B. Petitioner 申請公司者

B.1. [ ] SEC Certificate of Registration, Articles of Incorporation, By Laws and General Information Sheet, in case of corporation 公司登記證明、公司章程、公司簡介(公司案件)
SEC Certificate of Registration and Articles of Partnership in case of partnership 公司登記證明、合夥章程(合夥案件)
DTI Certificate of Registration of Business Name and application form for Certificate of Registration of Business Name duly accomplished and received by the DTI, in case of single proprietorship 向工商部申請公司名稱之登記證明、填妥並由工商部簽收之公司名稱登記申請表格(獨資)

B.2. [ ] Latest Corporate Income Tax Return and audited Financial Statement stamped "received" by the BIR 最近公司繳稅證明、經審查並由國稅局簽收之公司財力證明

B.3. [ ] Corporate Secretary's Certificate that investor has maintained his/her investment in the business entity of petitioner (partnership or corporation) per Stock and Transfer Book, in case petition is based on investment
公司秘書根據公司記錄提出證明，投資者在申請公司者(合夥或公司案件)之事業持續投資
Owner's Affidavit (in case of single proprietorship) that he/she has maintained his/her capital in the single proprietorship, in case petition is based on investment
出資者證明資金投資在獨資事業上
President's, CEO's, Treasurer's, or Secretary's Certificate that trader – petitioner is in continuous engagement in the trade, submitting proof of trading such as LC's, Buyer's Invoices, Vouchers, etc.
公司董事長、執行長、會計、秘書提出證明，申請者持續經營貿易事業，並提出證明如L/C、收據、票證等．

B.4. [ ] Treasurer's or Secretary's Certificate that investor-petitioner's majority shareholding is owned by an alien of the same nationality as the applicant
公司會計或秘書提出證明，投資者多數股份爲與申請者同一國籍之外國人所擁有．

Note: Nationality is determined not by the place of registration or incorporation but by the nationality of the stockholders owning the majority stocks. 註：國籍決定於多數持股者之國籍，非登記地點．

C. Applicant 申請職員者

C.1. [ ] photocopy of passport 護照影本

C.2. [ ] Bio data with 2 X 2 picture 履歷表及兩寸照片

C.3. [ ] Affidavit of Guaranty 保證文件

C.4. [ ] Contract of employment, assignment, or Corporate Secretary's Certificate of Election showing exact compensation application to withholding tax and duration of employment or assignment 聘雇契約、並註明須扣除稅額之薪資，以及聘雇之期間．

<u>If applicant is accompanied by spouse and unmarried minor children有配偶及未婚之未成年子女隨行者:</u>

1. [ ] Photocopies 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

2. [ ] Certified True Copy of Marriage Contract 以公證之結婚證書影本

3. [ ] Birth Certificate of children 子女出生證明

CERTIFICATION 證明

茲證明本申請案件所需之文件已繳齊．This is to certify that the documents submitted in support of the application/petition for _____ are complete and are in order.

_____
Name of applicant / Authorized Representative
申請人或代理人簽章 (Sign over printed name)

SUBSCRIBED AND SWORN to before me this _____ day of _____, affiant exhibiting to me his/her CTC/ID/Passport No. _____ issued at _____ on _____.

NOTARY PUBLIC
Until December 31, _____

Doc No. _____
Page No. _____
Book No. _____
Series of _____

Name of reviewing / recommending /lawyer
Or employer of the Bureau of Immigration

_____ Date _____
(Sign over printed name)