

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:

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.

聘僱員工申請展延所需文件
CHECKLIST OF REQUIREMENTS FOR
APPLICATIONS FOR EXTENSION OF PRE-ARRANGED EMPLOYEE
(Section 9, para. g) Commercial

1. [] Letter request from the petitioner – company 聘僱公司申請函
2. [] General Application form accomplished and notarized 經公證之申請書(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表上
4. [] Latest ITR and proof of payment and financial statement of the petitioner 聘僱公司最近一年之報稅證明,繳稅證明及該公司之財務報告書
5. [] Income tax return and proof of payment of taxes by the employee – applicant 申請員工之報稅證明及繳稅證明
6. [] Certified true copy of applicant's contract of employment stating exact salary to be received by the applicant for the next year. 已公證之聘僱契約,應註明未來一年度之每月薪資金額.
7. [] Alien Employment Permit (AEP) from the Department of Labor and Employment 菲律賓勞工部核發之外籍人士就業許可證明
8. [] True copy of the applicant's passport showing admission status and updated stay 已公證之員工護照影本,包括入境及停留之內頁
9. [] Latest general information sheet of the company 聘僱公司最近之公司簡介
10. [] Income tax return of petitioner and proof of payment, audited financial statement 聘僱公司之報稅與繳稅證明及已稽核之財務報告

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

11. [] True copies of the passports of the spouse and the unmarried minor children 員工配偶及未婚之未成年子女之已公證之護照影本