

**[BI MEMORANDUM CIRCULAR NO. MCL-08-005,
March 27, 2008]**

**PRESCRIBING FOR GUIDELINES IN THE IMPLEMENTATION OF
ISSUANCE OF ALIEN REGISTRATION CARD (ARC) UNDER THE
MEMORANDUM OF AGREEMENT BETWEEN THE BUREAU OF
IMMIGRATION AND PHILIPPINE ASSOCIATION OF
MULTINATIONAL COMPANIES REGIONAL HEADQUARTERS
(PAMURI)**

Pursuant to the Memorandum of Agreement (MOA) between the Bureau of Immigration and Philippine Association of Multinational Companies Regional Headquarters (PAMURI), the following guidelines for the issuance of Alien Registration Card (ARC) for PAMURI members is hereby promulgated:

I. ALIEN REGISTRATION CARD

In its desire to assist and support the efforts of the national leadership in promoting investment of foreign companies in the country, together with the reciprocal intent of PAMURI to promote the establishment of foreign multinational companies' regional headquarters in the Philippines, the Bureau of Immigration hereby grants certain privileges within its authority to members of PAMURI/E.O. No. 226 visa holders and causes the issuance of an ALIEN REGISTRATION CARD (ARC) to visa applicants as evidence of their being true and authorized officers/employees of a PAMURI-member company in order to ensure an expeditious processing of their respective visa applications pursuant to the aforementioned agreement.

II. DOCUMENTARY REQUIREMENTS

To be issued the abovementioned ARC, officers and/or employees of PAMURI-member companies must submit the following documents:

- a. Duly accomplished application form;
- b. Photocopy of passport bio-page and visa page;
- c. Photocopy of order granting visa under Art. 60, RA 8756 amending EO 226; and
- d. Endorsement letter from PAMURI.

The application forms shall be provided by BI to PAMURI. The duly accomplished application form shall then be submitted to BI for the processing of ARC.

III. PROCEDURE

Upon receipt of the aforementioned documents, the following procedures must be followed in the issuance of the ARC:

- a. Retrieve valid list of qualified individuals to be issued ARC from PAMURI;