

[POEA MEMORANDUM CIRCULAR NO. 35, August 30, 1996]

CERTIFIED TRUE COPY OF THE ARTIST RECORD BOOK AS NEW REQUIREMENT OF JAPANESE IMMIGRATION FOR ISSUANCE OF THE CERTIFICATE OF ELIGIBILITY TO PERFORMING ARTISTS WHO ARE ARB HOLDERS EFFECTIVE 03 SEPTEMBER 1996

Effective 03 September 1996 the Japanese Immigration Office will require a certified photocopy of the ARB from performing artists in their application for a Certificate of Eligibility. This is in lieu of the presently required Performance Certificate.

In this connection, the following guidelines are hereby issued in securing the Certified Photocopy of the ARB:

1. A joint letter-request from the talent and president of the licensed agency addressed to the Administration shall be submitted to the ARB Processing Unit indicating the first, middle and surname of the talent and her ARB number.
2. The pages of the ARB containing the name, address, birthdate, skill, category, picture, hair, eyes, weight, height, training and testing records and the amendments/limitation, if any, shall be photocopied.

These photocopies shall be certified in behalf of the Administrator by the Officer-In-Charge of the Welfare and Employment Office or in her absence by the Officer-In-Charge of the Employment Branch.

3. The POEA-certified photocopy of the ARB shall be sealed in an envelope and shall be received by the talent in the presence of the authorized Liaison officer of the licensed agency.
4. Only the Japanese Immigration shall open the sealed envelope containing the certified photocopy of the ARB. The Japanese Immigration shall not accept the certified photocopy of the ARB if the POEA seal is broken or tampered and shall return the document to POEA.

In case the document is returned due to the above reason, the matter shall be endorsed to the Adjudication Office for proper investigation. Sanctions such as cancellation of the license of the agency, disqualification of the performing artists from the overseas employment program, watchlisting/blacklisting of foreign promoter/ employer as the case may be shall be imposed on erring party/parties.

For strict compliance.

Adopted: 30 Aug. 1996