

**[ BI MEMORANDUM CIRCULAR NO. RPL-10-001,  
November 15, 2010 ]**

**REVISING, ITEM I [(PRE-ARRANGED EMPLOYEE VISA-COMMERCIAL UNDER COMMONWEALTH ACT NO. 613, SECTION 9 (G)], OF ANNEX A, MEMORANDUM CIRCULAR NO. MCL-07-005**

In view of persistent reports of submission of documents showing non-existent petitioners and/or spurious Alien Employment Permits in support of applications for pre-arranged employment visas (commercial) under Sec.9 (g) of Commonwealth Act No. 603 (The Philippine Immigration Act of 1940, as amended), the following shall be the new mandatory supporting documents for the same:

1. Duly notarized letter request from the petitioner;
2. General Application Form duly accomplished and notarized (BI Form No. MCL-07-01)
3. Original copy of employment contract, or Secretary's Certificate of election, appointment or assignment of applicant, or equivalent document, with details of exact compensation and duration of employment;
4. Certified true copy of SEC Certification of Registration and General Information Sheet, in case of corporation or partnership, or certified true copy of DTI Certificate of Registration of Business Name, in case of single proprietorship;
5. Certified true copy of latest Income Tax Return or Audited Financial Statements stamped "RECEIVED" by the BIR, if available;
6. Certified true copy of the Alien Employment Permit (AEP) issued by DOLE, and original newspaper clipping showing publication of the application for AEP;
7. Photocopy of applicant's passport showing admission and authorized stay.

The general rules and requirements on inclusion of 9(g) dependents shall be followed.

Nothing in this Memo shall be interpreted to detract from the Bureau's commitment to render fast, efficient, reliable, and cost-effective service.

Let copies of this Memorandum Circular be filed with the Office of the National Administrative Register (ONAR) at the U.P. Law Center, U.P. Complex, Diliman, Quezon City.

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*Officer-In-Charge*