

| Philippines Work Authorization Application Process (for PEZA registered employers) | | | | | | | | | | |
|--|--|---|---|------------------------|--|--|--|---|---|---|
| Activity | Decision to hire a foreign national worker | TIN Card (Tax Identification Number) Required prior to Applicant arrival in the Philippines | | | | | AEP (Alien Employment Permit) Applicant arrives in the Philippines | | 47(A)2 (Residence Visa) Applicant required in the Philippines | |
| | | Gather docs & info (job, candidate, company) for TIN, AEP, 47(A)2 | TIN, AEP, 47(A)2 applications reviewed and prepared | Case review | TIN application submitted to Bureau of Immigration | TIN Card collected by Immigration Service Provider | AEP application submitted to DOLE (Dept. of Labor & Employment) | AEP collected by Immigration Service Provider | 47(A)2 application submitted to PEZA (Philippine Economic Zone Authority) | 47(A)2 collected by Immigration Service Provider, TIN, AEP, 47(A)2 sent to Employee |
| Responsible Party | HR / Hiring Manager | HR / Employee | Immigr. Provider/ Attorney | HR / Employee | Immigr. Provider/ Attorney | Gov. | Immigr. Provider/ Attorney | Gov. | Immigr. Provider/ Attorney | Gov. |
| Timing* | n/a | Depends on HR/Employee | 2 Days | Depends on HR/Employee | 1 Day | 5 Days | 1 Day | 3 Weeks | 1 Day | 4 weeks |

* Duration of steps that are the responsibility of the immigration services provider are VISANOW estimates, please check with your provider to confirm.