



Republic of the Philippines  
**Department of Labor and Employment**  
 MIMAROPA REGION

**APPLICATION FOR LICENSE TO OPERATE A  
 PRIVATE EMPLOYMENT AGENCY**

NAME OF AGENCY: \_\_\_\_\_

ADDRESS OF AGENCY: \_\_\_\_\_

TIN \_\_\_\_\_ TEL/FAX Nos. \_\_\_\_\_

**TYPE OF BUSINESS ORGANIZATION:** *(Please check)*

Sole Proprietorship                       Partnership                       Corporation

Date of Registration: \_\_\_\_\_ Reg. No. \_\_\_\_\_

**COMPREHENSIVE DESCRIPTION OF OPERATION:**

\_\_\_\_\_  
 \_\_\_\_\_

**FINANCE:**

Total Assets: \_\_\_\_\_ Bank Statement \_\_\_\_\_

Total Liabilities: \_\_\_\_\_ Date of Statement \_\_\_\_\_

Networth: \_\_\_\_\_

Paid-in-Capital: \_\_\_\_\_

Date of Statement: \_\_\_\_\_

**MANAGEMENT AND STAFF:**

NAME	DESIGNATION	ADDRESS

In witness whereof, I have hereunto affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ in \_\_\_\_\_.

\_\_\_\_\_  
 (Applicant's Name and Signature)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ in \_\_\_\_\_,  
 Applicant exhibiting to me his/her Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

NOTARY PUBLIC

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 Book No. \_\_\_\_\_  
 Series of \_\_\_\_\_

## List of Requirements for PEA License

1. Accomplished Application Form,
  - a. A filing fee of One Thousand Pesos (P1000.00); if single proprietor; and P3,000 if corporation or partnership;
  - b. Certified copy of the Certificate of Registration of firm or business name from the Department of Trade and Industry (DTI), in the case of single proprietorship; or a certified copy of the Articles of Partnership or Incorporation duly registered with the Securities and Exchange Commission (SEC), in the case of a partnership or a corporation;
  - c. A sworn statement of assets and liabilities and/or a duly audited financial statement, as the case may be;
  - d. Owner's certificate/title of office location or contract of lease of office space for at least two (2) years;
  - e. NBI clearance of the applicant, or the partners in the case of a partnership or all the officers and members of the Board of Directors, in the case of a corporation;
  - f. Income Tax Returns for the last two (2) years;
  - g. A verified undertaking that the applicant shall:
    - (1) not engage in the recruitment of children below 15 years of age or place children below 18 years old in hazardous occupation in accordance with Republic Act No. 7610 as amended by Republic Act No. 7658 and other related laws; and
    - (2) assume full responsibility for all claims and liabilities which may arise in connection with the use of the license;
  - h. Organizational structure and list of all officers and personnel with their respective bio-data, two (2) passport-size ID pictures and a detailed description of their duties and responsibilities;
  - i. Specific address and location map of the Office/proposed Office; and
  - j. List of all authorized representatives, if any, who must be at least high school graduate, with their corresponding bio-data, two (2) passport-size ID pictures, high school diploma or other proof of educational attainment duly authenticated, NBI clearance and Special Power of Attorney (SPA).

**Note:** *No application shall be accepted, unless all the requirements have been complied with.*