



SUBIC BAY
METROPOLITAN AUTHORITY

SUBIC BAY METROPOLITAN AUTHORITY

ONE-STOP-SHOP VISA PROCESSING OFFICE, REGULATORY GROUP

Room 203 2nd floor Regulatory Bldg., Labitan St. corner Rizal Avenue (02) 252-4257/4203

VAO-QF-VISA-01
Revision No: 01
Effectivity Date: 06-07-2012

SPECIAL SUBIC-CLARK WORKING VISA REQUIREMENTS CHECKLIST

NEW
 PRINCIPAL

CONTROL NO. _____
VALID FROM: _____ TO: _____
Date Required: _____

- ___ 1. Duly accomplished application with latest 2X2" colored picture with notarized Affidavit of Support/Guarantee executed by a responsible officer of the cognizant SBF enterprise at the back page;
- ___ 2. Copy of passport with the latest arrival visa and updated visa;
- ___ 3. Employment contract/Consultancy Agreement (for non-elective positions) or Corporate Secretary's Certificate/Board Resolution on the election/appointment (for elective positions) from a zone-registered enterprise; (NOTARIZED)
- ___ 4. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE);
- ___ 5. Copy of SBF Certificate of Registration and Certificate of Tax Exemption;
- ___ 6. Results of Medical and Psychological Clearance or Medical Certification;
- ___ 7. Personal appearance/briefing;
- ___ 8. Visa Processing fee of \$100.00.

RENEWAL
 PRINCIPAL

CONTROL NO. _____
VALID FROM: _____ TO: _____
Date Required: _____

- ___ 1. Duly accomplished application with latest 2X2" colored picture with notarized Affidavit of Support/Guarantee executed by a responsible officer of the cognizant SBF enterprise at the back page;
- ___ 2. Copy of passport with the latest arrival visa and updated visa;
- ___ 3. Employment contract/Consultancy Agreement (for non-elective positions) or Corporate Secretary's Certificate/Board Resolution on the election/appointment (for elective positions) from a zone-registered enterprise; (NOTARIZED)
- ___ 4. Extended Alien Employment Permit (AEP) issued by the Department of Labor and Employment;
- ___ 5. Copy of SBF Certificate of Registration and Certificate of Tax Exemption;
- ___ 6. Results of Medical and Psychological Examinations or Medical Certification;
- ___ 7. Visa Processing fee of \$50.00.

REMINDER: RENEW YOUR VISA TWO (2) MONTHS PRIOR TO ITS EXPIRY DATE.