

AGENCY SERVICES AND PROCEDURE

FRONTLINE SERVICE:	RENEWAL OF LICENSE OF RECRUITMENT AGENCIES
OFFICE/LOCATION:	Licensing Branch, 4 th Floor
CLIENTS/CUSTOMERS:	Applicants for Renewal of License to Operate Recruitment Agencies
DOCUMENTARY REQUIREMENTS:	<ol style="list-style-type: none"> 1. Applicant Information Sheet for renewal of license 2. NBI clearance and POEA, Anti-Illegal Recruitment Branch clearance for all directors, officers and staff and photocopy of valid passport for previously reported foreign Director, if any 3. In case of new board of directors <ul style="list-style-type: none"> • Board resolution/secretary's certificate received by the SEC on the election of new directors • Deed of assignment of corporate shares • Stock and Transfer Book • Updated General Information Sheet received by SEC • Income Tax Returns (ITRs) for the past 2 years of the new directors • Bio-data with 2 passport-size pictures • Police clearance or its equivalent document from country of origin in case of foreigner(s) • Proofs of financial capacity to invest <p>For new President or Chief Executive Officer</p> <ul style="list-style-type: none"> • Proof of attendance to the Pre-Licensing Orientation Seminar • Proof of Bachelor's Degree • Proof of 3 years business experience 4. Appointment, biodata and 2 passport-size pictures of new personnel 5. In case there are terminated/resigned employees, notice of termination/resignation with proof of publication in a newspaper of general circulation for terminated employees 6. Surety bond in the amount of P100,000 with original copy of the official receipt from a bonding company acceptable to the POEA 7. Three (3) copies of duly notarized renewed escrow agreement with bank certificate of escrow deposit 8. Audited Financial Statements for the past two (2) years with verified corporate or individual income tax returns with confirmation receipt of payment <ul style="list-style-type: none"> • Proofs of capital infusion in case the equity is below P2M such as DTI/SEC certificate of increase of capital or bank certification corresponding to the amount of capital infusion with treasurer's affidavit duly received by the SEC. 9. Notarized affidavit of undertaking per Section 1 (f) for Landbased or Section 1(e) for Seabased of the POEA Rules and Regulations. <ul style="list-style-type: none"> • In case of a corporation, notarized affidavit of undertaking per Section 1 (g) for Landbased or Section 1(f) for Seabased of the same Rules. 10. Bank certificate on savings deposit showing a maintaining balance of at least P500,000 with authority to examine the bank deposit 11. Track record of pending recruitment violation cases and repatriation cases

FEES:	License Fee - P50,000.00	
PROCEDURES:	PERSON IN CHARGE	
<p>Step 1. Arrange documents in a folder according to the checklist of requirements and submit to the Officer of the Day at Window 9 at Licensing Branch (LB) and receive proof of filing. Only applications with complete documentary requirements will be accepted. Applicants are advised to file an application for renewal a month before the expiration of license.</p> <p>Step 2. Return after two (2) working days to verify the result of evaluation at Window 9 at Licensing Branch. If found complete, wait for the notice of approval. (If found incomplete, receive the notice of deficiency(ies) together with the filed documents for compliance of lacking requirements).</p> <p>Step 3. Upon receipt of notice of approval of the application, proceed to Window 9, Licensing Branch and get an Order of Payment.</p> <p>Step 4. Pay the License Fee of Php50, 000.00 to the POEA Cash Division, 5th Floor, POEA Bldg.</p> <p>Step 5. Present original and Xerox copy of Official Receipt and get the Certificate of License Renewal.</p>	<p>Officer of the Day</p> <p>Officer of the Day</p> <p>Evaluator</p> <p>POEA Cashier</p> <p>Evaluator</p>	
PROCESS CYCLE TIME:	6 working days	