

**Republic of the Philippines**  
**Department of Justice**  
**BUREAU OF IMMIGRATION – Manila**  
**菲律賓司法部移民局 - 馬尼拉**

**特別就業許可所需文件**  
**SPECIAL WORKING PERMIT (SWP)**  
**Requirements**

1.  Letter request from the petitioner company 聘僱公司申請函;
2.  Photocopy of passport with valid visa 護照及有效簽證之影本;
3.  Bio-data 履歷表;
4.  Photocopy of SEC Registration, By-Laws Articles of Incorporation of the Company  
聘僱公司之公司登記證明及其公司章程;
5.  Affidavit of Support of the petitioner company 聘僱公司之財力證明;
6.  ITR of the company 聘僱公司之報稅證明;
7.  Certified true Xerox copy of contract certifying exact compensation to be earned  
已公證之聘僱契約,應註明未來之每月薪資金額;
8.  As per M. O. No. ELM-083, where the applicant shall receive compensation from  
Philippine sources, there shall be submitted an Affidavit of Undertaking to Withhold and  
Remit to the BIR taxes due on all income. 申請人在菲律賓所得應繳交宣誓書,註明  
將扣除稅額並匯至國稅局.
9. Others 其他:

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Certified Complete:

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