



## ESTABLISHMENT REGISTRATION

### Establishment Details

Legal Name :

Establishment Name :

Establishment Type: (Pls. Check)  Government  Private  Government Placement Branch (POEA)  
 Recruitment Agency (Local)  Recruitment Agency (Overseas)

Industry :

Establishment TIN No. :

Contact Person :

Position :

### Establishment Contact Details

Barangay :

Address since:

Street:

Contact Type : (Pls. Check)  Cellphone  Email Address  Fax  Landline

Contact Value:

- 1.) Establishment must Submit :
  - a. BIR Certificate of Registration and
  - b. Any of the following :
    - SEC Registration
    - DTI/BDT Registration
    - DOLE License for Local Private Recruitment and Placement Agency
    - POEA License for Overseas Recruitment and Placement Agency
    - CDA Registration for Cooperatives
    - Business/Mayor's Permit
- 2.) Filled -up with the complete informations needed.
- 3.) Submit with the attached requirements for accreditation to your nearest PESO and DOLE Field Offices.