



Republic of the Philippines  
**Department of Labor and Employment**  
 Regional Office No. \_\_\_\_\_

**APPLICATION FOR LICENSE TO OPERATE A  
 PRIVATE RECRUITMENT AND PLACEMENT AGENCY**

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

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

TIN No. \_\_\_\_\_ 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 \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
 Book No. \_\_\_\_\_  
 Series of \_\_\_\_\_

NOTARY PUBLIC