NATIONAL ADMINISTRATIVE REGISTER · MARCH 27, 2008

PRESCRIBING FOR GUIDELINES IN THE IMPLEMENTATION OF ISSUANCE OF ALIEN REGISTRATION CARD (ARC) UNDER THE MEMORANDUM OF AGREEMENT BETWEEN THE BUREAU OF IMMIGRATION AND PHILIPPINE ...

BI MEMORANDUM CIRCULAR NO. MCL-08-005, March 27, 2008

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Pursuant to the Memorandum of Agreement (MOA) between the Bureau of Immigra tion and Philippine Association of Multinational Companies Regional Headquarters (PAMURI), the following guidelines for the issuance of Alien Registration Card (ARC) for PAMURI members is hereby promulgated:

I. ALIEN REGISTRATION CARD
In its desire to assist and support the efforts of the national leadership in promoting investment of foreign companies in the country, together with the reciprocal intent of PAMURI to promote the establishment of foreign multinational companies' regional headquarters in the Philippines, the Bureau of Immigration hereby grants certain privileges within its authority to members of PAMURI/E.O. No. 226 visa holders and causes the issuance of an ALIEN REGISTRATION CARD (ARC) to visa applicants as evidence of their being true and authorized officers/employees of a PAMURI-member company in order to ensure an expeditious processing of their respective visa applications pursuant to the aforementioned agreement.

II. DOCUMENTARY REQUIREMENTS
To be issued the abovementioned ARC, officers and/or employees of PAMURI-member companies must submit the following documents:

a. Duly accomplished application form;
b. Photocopy of passport bio-page and visa page;
c. Photocopy of order granting visa under Art. 60, RA 8756 amending EO 226; and
d. Endorsement letter from PAMURI.

The application forms shall be provided by BI to PAMURI. The duly accomplished application form shall then be submitted to Bl for the processing of ARC.

III. PROCEDURE
Upon receipt of the aforementioned documents, the following procedures must be followed in the issuance of the ARC:

a. Retrieve valid list of qualified individuals to be issued ARC from PAMURI;
b. Receive application forms and check applicant's profile against valid list;
c. If qualified, assess appropriate fees to be collected from applicant;
d. Require applicant to enroll biometric information;
e. Upon collection of appropriate fees, initiate process of ARC issuance;
f. Inform applicant the schedule for the release of ARC; and
g. Release ARC to applicant or its authorized representative or PAMURI authorized representative.

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IV. BENEFITS/PRIVILEGES OF CARDHOLDER/PAMURI MEMBER

a. Action on the conversion or extension of visas within seventy-two (72) hours upon submission of complete documentary requirements as provided in Article 60 of E.O. No. 226, as amended by RA 8756.

b Extension of courtesy during entry and exit through Immigration Special Lane Area of the NAIA.

c Renewal or extension of visa two (2) months prior to the month of the expiry date of such visa.

d. Recognition of the endorsements made by PAMURi of its member company's applica tion for visa conversion/extension as certification that the applicant is a bona fide em ployee of the foreign company and that the SEC license of the latter is valid and subsisting as certified by the Board of Investments (BO1).

V. FEES

Pursuant to Section B (1) of the Memorandum of Agreement, and consistent with existing regulations, a fee of Five Hundred Pesos (P500.00) only shall be assessed for each applicant for the issuance of ARC.

VI. EFFECTIVITY

These guidelines shall take effect immediately.

Let copies of this Memorandum Circular be posted in conspicuous areas of the Bureau and furnished to the Associate Commissioners; Executive Director; Chiefs of the Board of Special Inquiry, Law and Investigation Division, Immigration Regulation Division, Alien Registration Division, Finance and Management Division, Cash Section, Computer Section, Visa Extension Section, Student Desk, Derogatory Section, Verification and Certification Unit; Over-all Head of BI-NAIA and Heads of other international ports of entry/ exit; Head of the VIMS Management Committee; VIMS Pre-Evaiuation and Information Desk; and all Ports and Sub-ports Alien Control Officers (ACOs).

Let copies of this Memorandum Order be filed with the Office of the National Administrative Register (ONAR) at the UP Law Center, UP Campus, Diliman, Quezon City.

Adopted: 27 March 2008

(SGD.) MARCELINO C. LIBANAN
Commissioner

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