

## SERVICE FEES AND PROOF OF FOREIGN EXCHANGE REMITTANCE

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Pursuant to Section 21, Rule II, Book II of the Revised Rules and Regulations Governing Overseas Employment which provides that licenses of agencies which fail to conclude a recruitment or manning agreement, and/or undertake minimum levels of foreign exchange generation, or those which fail to meet the minimum operational standards and requirements set by the Administration shall be renewed, the following guidelines on foreign exchange generated by agencies are hereby adopted for compliance by all concerned:

1. The service/recruitment fees which all landbased agencies may charge its principals for each overseas workers deployed during the validity of the license sought to be renewed, shall be at least Three Hundred US Dollars (US\$300.00).

However, proof of inward remittance of at least US\$200.00 per worker deployed shall be considered substantial compliance for purposes of renewal of license.

2. Payment of manning fees to manning agencies by foreign principals on a monthly basis whether per vessel or per seaman deployed shall continue to be implemented.

Proofs of compliance with this requirement may consist of any of the following documents:

- Confirmed bank remittance form; or
- Bank certification or credit/payment advice evidencing sale for pesos to the Philippine banking system;
- Central bank official receipt covering foreign exchange sold in the Philippines to authorized agent banks or authorized foreign exchange dealers; or
- Receipt of International Postal Money Order.

For this purpose, the name of the foreign employer/principal shall be stated in the advice, together with the number of workers deployed under said principal. Failure to comply with this minimum requirement for service/recruitment fee shall be sufficient ground for non-renewal of license.

It is understood that the foregoing mandatory requirement shall be in addition to those enumerated in Section 17, Rule II, Book II of the Revised Rules and Regulations Governing Overseas Employment.

This Circular takes effect immediately.

For strict compliance.

Adopted: 8 Jan. 1992

(Sgd.) JOSE N. SARMIENTO  
Administrator

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