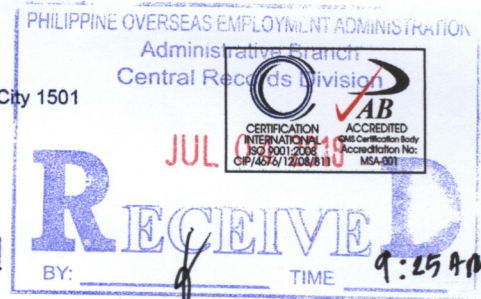




**Philippine  
Overseas  
Employment  
Administration**

Republic of the Philippines  
Department of Labor and Employment  
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501  
Website: www.poea.gov.ph E-mail: info@poea.gov.ph  
Hotlines: 722-1144, 722-1155



**MEMORANDUM CIRCULAR NO. 111**  
Series of 2018

**TO :** ALL CONCERNED LICENSED LANDBASED RECRUITMENT AND MANING AGENCIES  
**SUBJECT :** **DOCUMENTARY REQUIREMENTS FOR CHANGE OF COMPANY/CORPORATE NAME**  
**DATE :** 26 June 2018

Pursuant to the implementation of the Administration of the Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers and Seafarers, all licensed landbased and manning agencies are advised of the requirements for the evaluation of application for change of company/corporate name.

**I. COVERAGE**

This guideline shall cover all licensed landbased recruitment and manning agencies applying for the Change of its Company/Corporate Name.

**II. DOCUMENTARY REQUIREMENTS FOR THE ACKNOWLEDGEMENT OF AGENCY'S APPLICATION FOR CHANGE OF COMPANY/CORPORATE NAME**

1. Formal notice to the Administration on the application for change of company/corporate name to be submitted at the Licensing Branch, LRO;
2. DTI Certificate of Business Registration or SEC Registration of the Amended Articles of Partnership/Incorporation as applicable;
3. Partnership/Board Resolution regarding the change of business name;
4. Notarized Affidavit of explanation and justification on the circumstances on the agency's decision to change its company/corporate name;
5. Notarized Affidavit of Undertaking executed by the Proprietor/Partners/Directors assuming full and complete responsibility for all claims and liabilities which are filed or may be filed against its former name;
6. Notarized Affidavit of Undertaking executed by all the partners/members of the board indicating they are jointly and severally liable with the corporation or partnership for claims and/or damages that may be awarded to the workers/seafarers;
7. Proof of publication on the change of name;
8. Amended escrow agreement;
9. Surrender original POEA license; and

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10. Clearances of the Proprietor, the Partners and Members/Officers of the Board of Directors from the following government agencies:

- a. National Bureau of Investigation;
- b. Anti-Illegal Recruitment Branch, LRO;
- c. Bureau of Internal Revenue;
- d. Other government agencies, as may be applicable;
- e. Certification of pending Recruitment Violation cases from the Adjudication Office; and
- f. Certificate of pending Repatriation cases from the Repatriation Unit

For strict compliance.



**BERNARD P. OLALIA**  
Administrator

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BY CRD ON 04 JUL 2018