

CONVERSION OF PROBATIONARY TO INDEFINITE SIRV

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Dear Sir/Madam:

I would like to request for the **conversion of my Probationary to Indefinite Special Investor's Resident Visa (SIRV)**. Attached are the following proofs of my investment/s for your evaluation. I certify under penalty of perjury under the laws of the Philippines that the following information supplied, and documentary evidences submitted in connection with my application are true and correct.

Name & Signature of SIRV Holder _____
SIRV Control No. _____

CHECKLIST OF REQUIREMENTS

(2 copies each; to present original documents for comparison)	Submitted	Not Submitted
A. FOR ALL SIRV HOLDERS		
1. Current NBI Clearance (valid for at least 6 months)		
2. Copy of Bureau of Immigration Order for Probationary SIRV		
3. Photocopy of passport (front page, latest entry, SIRV stamp)		
4. Proof of Payment of filing fee of P2,000.00 per person		
5. Proof of Payment for late investment (if applicable)		
6. Bureau of Immigration fee of P1,010.00 per person		
B. FOR INVESTMENT IN NEW CORPORATION		
1. Securities and Exchange Commission (SEC) Certificate of Registration with the Articles of Incorporation and By-Laws indicating the SIRV holder has fully invested a minimum of \$75,000 (in PhP) in the firm		
2. Sworn certification of Corporate Secretary as to proposed start of commercial operation of the Corporation.		
3. Treasurer's affidavit as to the amount of investment of the applicant		
4. Business/mayor's permit valid for one (1) year and the corresponding Official Receipt		
5. Bureau of Internal Revenue (BIR) certificate of registration (TIN/VAT)		
7. BIR approved Authority to print official receipts and invoices		
8. Lease contract or proof of ownership of office or factory/plant sites		
C. FOR INVESTMENT IN EXISTING CORPORATION		
1. Securities and Exchange Commission (SEC) Certificate of Registration with the Articles of Incorporation and By-Laws		
2. Business/mayor's permit valid for one (1) year and the corresponding Official Receipt		
3. Bureau of Internal Revenue (BIR) certificate of registration (TIN/VAT)		
4. BIR approved Authority to print official receipts and invoices		
5. Latest Audited Financial Statements/Income Tax Returns (ITR) filed with the BIR		
6. Latest General Information Sheet (GIS) filed with the SEC reflecting the name of the SIRV holder as one of the stockholders and indicating the SIRV holder has fully invested a minimum of \$75,000 (in PhP) in the firm		
7. Deed of Assignment between the buyer and the seller of the shares of stock, if the shares acquired were purchased from existing stockholders		
8. Lease contract or proof of ownership of office or factory/plant sites		
D. FOR INVESTMENT IN PUBLICLY-LISTED CORPORATIONS		
1. Certified true copy (by the stock broker) of official receipts and buy invoice.		
2. Sworn Certification from stockbroker that the SIRV holder is a stock holder on record of the company where the investment was made and indicating the purchase price of the stocks		
3. Certified true copy of the Stock Certificate issued in the name of the SIRV holder which must bear the following annotation on the face thereof: "The shares of stock covered by this certificate shall not be sold, transferred, conveyed and/or encumbered without prior written consent of the Board of Investments"		