

[POEA ADVISORY NO. 05, S. 2005, March 17, 2005]

UPDATING OF COMPANY FILES

For the purpose of further improving its consular services particularly the processing of passports and visas of Saudi nationals and company owners, the Embassy of Saudi Arabia requires all concerned agencies to submit by 20 March 2005 updated information on the following:

1. Name of company, complete address, telephone, fax numbers, and the e-mail address.
2. Name of the company owner and a photocopy of valid company license. The original copy of the license should be presented in order to validate the photocopy accordingly.
3. The company representative must submit the following:
 - Photo
 - Copy of personal identification card
 - Address
 - Landline and mobile phone numbers
 - Authorization letter stating that the company representative is authorized to transact business with the embassy. The authorization letter must be duly authenticated by the concerned Philippine authorities and the Embassy of Saudi Arabia.

NB: Only one (1) company representative is allowed. The above requirements are the same documents to be submitted when he is replaced.

4. Letter of undertaking from the company that it is fully responsible for the authenticity of all information submitted to the Embassy of Saudi Arabia and for any illegal act its representative may commit in its transactions.

All the above documents should be placed in a folder together with a diskette containing the required information and personally submitted to the Embassy of Saudi Arabia and sent to the Embassy's email address: emphemb@mofa.gov.sa.

The Embassy will suspend its transactions with any company which does not comply with the above requirements by March 20, 2005.

For the guidance of all concerned.