



The Employer must submit the following requirements to the Philippine Overseas Labor Office (POLO)-London for verification **VIA POST ONLY** (see Notes below for further details). Once documents have been verified, these should be sent to the Philippine Recruitment Agency (PRA) for subsequent submission to the Philippine Overseas Employment Administration (POEA). For questions, you may contact POLO-London at [polo\\_london@dole.gov.ph](mailto:polo_london@dole.gov.ph) and telephone numbers +44-207-451-1832 or +44-207-839-8078. This checklist and the annexes mentioned can be accessed thru the Philippine Embassy website under the Labor and Welfare Section or use this link <https://londonpe.dfa.gov.ph/labor-welfare>

Required Documents (1 original copy and 1 photocopy per item)		*Verification Fee (£) Pay thru our Sterling bank account with Barclays Bank PLC (please refer to item 3 of the Notes below)
[ ]	1. Certified copy of Employer's Certificate of Business Registration/Incorporation*	9.00
[ ]	2. Recruitment Agreement between the Employer and Philippine Recruitment Agency (PRA)**	27.00
[ ]	3. Manpower Request/Job Order (indicating the position, number of workers required and monthly salary) from Employer to Philippine Recruitment Agency (PRA)*	27.00
[ ]	4. Master Employment Contract (with the Addendum or Annex A to the Employment Contract <b>if there are employment standards under Part V, Rule I, Section 135 of the 2016 Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers and the POEA Standard Contract missing</b> ), signed on all pages by the employer** and include copy of the Offer of Employment template	27.00
[ ]	5. Visa Guarantee Letter (Annex B) from the Employer that it will facilitate the issuance of appropriate work permit and visa to workers who will be recruited per job order*	27.00
[ ]	6. Undertaking by the employer (Annex C) to monitor the employment of workers to be recruited and to submit a report of significant incidents relative thereto*	27.00
[ ]	7. Copy of the employer's (person signing the document) passport or any government-issued ID	
	<b>TOTAL</b>	<b>£144.00</b>

**Notes:**

- Items with \* must be certified/notarized by a Solicitor/Notary Public (in UK/Ireland/worksite); while items with \*\* must be certified and thereafter legalized (apostille by the UK Foreign & Commonwealth Office, or the Department of Foreign Affairs of the Republic of Ireland, etc. (whichever is applicable)). All items marked \*\*\* may be notarized and legalized as a set with a covering letter indicating the contents of the pack.
- Verification fee per document if request involves only one worker is £9.00. If it involves more than one worker, then verification fee will be £27.00 per document, except for the business registration certificate which remains at £9.00 regardless of the number of workers involved.
- SEND BY POST ONLY:**
  - Send the two sets of document to POLO London, Philippine Embassy, 6 Suffolk Street, London, SW1Y 4HG;
  - Enclose an 'open-dated' self-addressed stamped (UK/International) envelope so that the documents could be sent back to you, or arrange for a courier to collect the verified documents after receiving an email notification from POLO; and
  - Paythru our Sterling bank account with Barclays Bank PLC. The sort code, account number and reference code for payment will be provided by POLO London once documents have been processed and approved for payment.
- Processing of complete and compliant documents takes up to three working days upon receipt by the POLO. In case of a need for a work site visit or clarification for purposes of evaluation and/or submission by the Employer of correct/lacking requirements, processing may take beyond the usual three working days.
- For those in **Norway** and **Iceland**, documents may be submitted either to the **Philippine Embassy in Oslo** for acknowledgement (please refer to their acknowledgment checklist of requirements) or to POLO London for verification.
- For those in **Sweden** and **Finland**, documents may be submitted either to the **Philippine Embassy in Stockholm** for acknowledgement (please refer to their acknowledgment checklist of requirements) or to POLO London for verification.
- For those in **Denmark**, **Faroe Islands** and **Greenland**, documents may be submitted to POLO London for verification.