



This is applicable for those with Working Visa if:

- 1) their employment contracts have not been registered with POEA or POLO London;
- 2) they transferred employment from another country to the UK;
- 3) their employment documents were previously registered with the POEA prior to coming to the UK, but later transferred to a new employer.

The worker must submit the following requirements **VIA email ONLY** (see Notes below for further details) to the Philippine Overseas Labor Office (POLO)-London for verification/registration. For questions, you may contact POLO-London at 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	*Verification Fee (£) <i>Pay thru our Sterling bank account with Barclays Bank PLC (please refer to item 1 of the Notes below)</i>
[]	1. Copy of Employment Contract, with signature of the worker and the employer;	
[]	2. Copy of passport with at least six months validity from the intended date of departure from the Philippines;	
[]	3. Copy of both pages of biometric residence permit showing the NI number/ work visa with validity period that would cover date of return to job site;	
[]	4. Copy of latest pay slip or company ID or certificate of employment;	
[]	5. Affidavit of the worker stating the circumstances and timeline on how employment was secured (Annex G)	
	TOTAL	£9.00

Notes:

1. **VIA EMAIL:**
 - a. Send the set of documents to polo_london@dole.gov.ph;
 - b. Pay thru 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.
2. Processing of complete and compliant documents takes up to three working days upon receipt by the POLO. In case of a need for clarification for purposes of evaluation and/or submission by the Employer of correct/lacking requirements, processing may take beyond the usual three working days. An online interview/personal appearance of the worker may be required for validation purposes.
3. A worker whose **OWWA Membership** has expired already, has to renew his/her membership and the **fee is £23**. Attached is the OWWA OFW Information Sheet (Annex H) to be accomplished and submitted along with a copy of passport data page and any proof of employment (i.e., company ID, payslip, Certificate of Employment).
4. 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.
5. 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.
6. For those in **Denmark**, **Faroe Islands** and **Greenland**, documents may be submitted to the **Philippine Embassy in Copenhagen** for acknowledgement (please refer to their acknowledgment checklist of requirements) or to POLO London for verification.