



This is applicable for those with Working Visa and will be going on their first holiday vacation / emergency leave to the Philippines. The OEC will be presented to the Immigration Officer upon exit from the Philippines, thus note that its validity is for a period of 60 days from the date of issuance. For succeeding vacations to the Philippines, you will be exempted from securing an OEC if you are returning to the same employer and workplace, but still need to acquire exemption through the respective bmonline account.

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](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 |  | *Verification Fee (£)<br><i>Pay thru our Sterling bank account with Barclays Bank PLC (please refer to item 1 of the Notes below)</i> |
|--------------------|--|---|
| [ ]                | 1. online appointment from the eRegistration account of worker accessed thru <a href="https://onlineservices.poea.gov.ph">https://onlineservices.poea.gov.ph</a>         |   |
| [ ]                | 2. A. For workers returning to same employer: Copy of valid POEA/POLO stamp-verified e employment contract;  |   |
|                    | B. For workers who changed employer: Copy of Employment Contract for verification/registration/acknowledgement and Affidavit on How the Employment was secured (Annex G) | <b>£9.00 for contract registration</b>  |
| [ ]                | 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;  |   |
|                    | <b>TOTAL</b>   | <b>£2.00 for OEC plus £9.00 for workers who changed employer</b>  |

**Notes:**

1. **VIA EMAIL:**
  - a. Send the set of documents to [polo\\_london@dole.gov.ph](mailto: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 documents takes up to three working days upon receipt of the POLO. In case of a need for any clarification for purposes of evaluation and/or submission by the worker of correct/lacking requirements, processing may take beyond the usual three working days.
  
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 of employment contract (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 of employment contract (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 POLO London for verification.