

**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
AMBASSADE I REPUBLIKKEN FILIPPINERNE  
COPENHAGEN, DENMARK**

**ACKNOWLEDGMENT**

An **Acknowledgment** is the act of one or more parties who has/have executed a deed before a consular officer of the Philippine Embassy and declaring it to be his/her/their act or deed.

The **Acknowledgment of employment contracts** of Filipinos employed in Denmark is a requirement for the issuance of an Overseas Employment Certificate (OEC) by the Philippine Overseas Employment Agency. The OEC needs to be presented to the Immigration Officer upon exit from the Philippines.

**Checklist of Core Requirements:**

- Confirmed online appointment
- Personal appearance of employer or an authorized company representative
- Original and photocopy of passport data page of employer or person authorized to sign for the company
- For corporation: proof of authority of person authorized to sign for the company
- Original employment contract in English. The contract must also comply with the minimum standards set by the POEA for overseas Filipino direct hires.
- Insurance for repatriation in case of illness or death of the employee during the term of employment if the insurance coverage does not cover repatriation proceedings
- Photocopy of passport data of the employee (pages 2-3 of the passport only)
- Proof that employee can obtain work permit/long-stay visa
- Original and photocopy of valid commercial registration and business license notarized in English and legalized by Danish Ministry of Foreign Affairs
- Service and expedite fee of DKK 280.00 in exact amount, in Danish krone only. If with a Danish bank account, payment via instant bank transfer is preferred. Payment instructions will be provided upon receipt of your appointment confirmation.

**Guidelines for the application for the Overseas Employment Certificate (OEC) or OFW Pass**

1. After the Embassy issues the Acknowledgment certificate for the employment contract, the employer or authorized representative needs to send the document to the OFW.
2. The OFW needs to register with the POEA through the website:  
[https://onlineservices.dmw.gov.ph/OnlineServices/\(S\(z1zt4ijt2wrrs5j5cilzpaxg\)\)/POEAOnline.aspx](https://onlineservices.dmw.gov.ph/OnlineServices/(S(z1zt4ijt2wrrs5j5cilzpaxg))/POEAOnline.aspx)
3. For OFWs already in Denmark who are seeking to register or file for accreditation of their new contract, please contact MWO-OWWA London office at facebook account  
<https://www.facebook.com/MWOOWWALONDON>.

**Note: Please upload PDF or JPEG copies of all documentary requirements applicable to you when you book an appointment.**