

## CHECKLIST OF REQUIREMENTS FOR CONTRACT REGISTRATION

Worker must communicate with Philippine Overseas Labor Office-London via polo\_london13@yahoo.co.uk and polo\_london@philemb.co.uk and telephone number +44-207-451-1833 or +44-207-839-8078 to be guided on the requirements below:

	Required Documents	Remarks	Verification Fee (£)	OWWA Membership Contribution (£)
<input type="checkbox"/>	1. OFW Information Sheet		-	-
<input type="checkbox"/>	2. Employment contract		8.00	20.00
<input type="checkbox"/>	3. Passport		-	-
<input type="checkbox"/>	4. Visa/ work permit		-	-
<input type="checkbox"/>	Everything must be submitted in three (3) copies		-	-
	TOTAL		£8.00	£20.00
			Payable to POLO London	Payable to OWWA London

If to be done by post:

1. Send the documents and photocopies to POLO, Philippine Embassy London, 6-11 Suffolk Street, London, SW1Y 4HG
2. Enclose a postal money order payable to POLO London based on the breakdown of fees in the checklist
3. Enclose a self-addressed return envelope with sufficient stamp so that the documents could be sent back to you. For workers from Ireland where UK stamp is not available, you may enclose another postal money order in the amount of £10.00 which shall cover the cost of postage and stamp for posting back the documents. Excess payments shall be returned in cash.

***Documents are released within the day or within 24 hours if documentary requirements were complete and fees were paid. Transactions which need further evaluation will be released within 72hrs upon receipt after appropriate clarifications and supporting documents were provided.***