

**CHECKLIST OF REQUIREMENTS FOR VERIFICATION
LANDBASED**

**For Direct-Hiring
Private Direct Employer**

The employer 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:

| | Documents Submitted | Remarks | Verification Fee (£) |
|-----|--|------------------------|----------------------|
| [] | 1. Accomplished Request for Exemption from Ban on Direct Hiring/ ^a | | - |
| [] | 2. Certified true copy of Direct Employer's Certificate of Business Registration/ Incorporation | | 8.00 |
| [] | 3. Employment Contract (preferably original) plus the Addendum to the Employment Contract, if essential elements of the POEA Standard Contract is missing, signed by the employer and the worker/ ^b | | 8.00 |
| [] | 4. Copy of the direct employer's passport (person who signed the contract on behalf of the employer) | | - |
| [] | 5. Copy of the employee's passport | | - |
| [] | 6. Copy of the employee's visa | | - |
| [] | Must be accomplished in two (2) sets, one original and one photocopy | | - |
| | TOTAL | Payable to POLO London | £16.00 |

^{/a} - Verification is limited to ascertaining that job offer is valid. Full processing is contingent on employer being able to obtain permission from the Secretary of Labor and Employment through the POEA.

^{/b} - Must be notarized by a Solicitor/Notary Public in UK/Ireland; and thereafter legalized by the UK Foreign Commonwealth Office OR the Department of Foreign Affairs, Republic of Ireland (whichever is applicable).

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 and Philippine Embassy 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 principals 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.

**CHECKLIST OF REQUIREMENTS FOR VERIFICATION
LANDBASED**

**For Direct-Hiring
Public/ Government-Owned Direct Employer**

The employer 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:

| | Documents Submitted | Remarks | Fees |
|-----|--|------------------------|-------|
| [] | 1. Accomplished Request for Exemption from Ban on Direct Hiring/ ^a | | - |
| [] | 2. Employment Contract (preferably original) plus the Addendum to the Employment Contract, if essential elements of the POEA Standard Contract is missing, signed by the employer and the worker/ ^b | | £8.00 |
| [] | 3. Copy of the direct employer's passport (person who signed the contract on behalf of the employer) | | - |
| [] | 4. Copy of the employee's passport | | - |
| [] | 5. Copy of the employee's visa | | - |
| [] | Must be accomplished in two (2) sets, one original and one photocopy | | - |
| | TOTAL | Payable to POLO London | £8.00 |

^a - Verification is limited to ascertaining that job offer is valid. Full processing is contingent on employer being able to obtain permission from the Secretary of Labor and Employment through the POEA.

^b - Must be notarized by a Solicitor/Notary Public in UK/Ireland; and thereafter legalized by the UK Foreign Commonwealth Office OR the Department of Foreign Affairs, Republic of Ireland (whichever is applicable).

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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.

ADDENDUM TO CONTRACT OF EMPLOYMENT

The following additional terms shall apply in addition to those set out in the contract of employment:

1. The contract will have a duration of ____ year/s, commencing from the date of departure of the employee from the point of hire to the site of employment;
2. The employee will have access to ____ (NHS) health and emergency services while living and working in the UK/Ireland;
3. The employee is contracted to work a fixed number of hours per week as stated in the employment contract. Any authorized hours worked in excess of the standard hour week will be paid in accordance with the UK/Ireland Laws;
4. Termination of Contract – Neither party may unilaterally cancel the contract except for just causes, such as in the following cases:
 - I. Termination by Employer:
 - a. The closure or cessation of operations or business
 - b. Serious misconduct by Employee
 - c. Wilful disobedience of the employer's lawful orders
 - d. Absenteeism or insubordination
 - II. Termination by Employee:
 - a. Serious insult and inhuman and unbearable treatment by Employer or his representative
 - b. Commission of crime/offense (in law) by the Employer or his representative
 - c. Violations of the terms and conditions of employment contract by the Employer
5. Should the employee terminate his/her employment before the end of the initial employment contract of ____ () years without just cause/s, the employer will require the employee to refund the actual costs incurred related to his/her employment, i.e. recruitment, airfare, training etc.;
6. The Company may also change the place of employment of the employee in exceptional circumstances and if necessary in the interest of the business, but only upon mutual agreement by the parties, and as much notice of any change as possible, provided it is within the United Kingdom only;
7. Settlement of Disputes –

All disputes should in the first instance be settled amicably through negotiations with the Employer. In settling disputes, the assistance of the Labour Attaché or any Embassy official from the Embassy of the Philippines may be requested;

8. The Laws of the UK/Ireland will be applied to this Contract;
9. The employer shall provide transportation by air from the point of hire (Manila, Philippines) from the commencement of the contract and on return to the point of hire upon the conclusion of the contract. This transportation provision will be free of charge with no reclaim against the employee.

The employer shall also pay the cost of a standard direct or indirect economy airfare back to the Philippines in the following circumstances:

- a. If the employment is terminated by either party due to work related injury or illness during the term of employment; and
 - b. If employment is terminated through no fault of the individual i.e. end of tour duty or transfer of assignment of the employer, or force majeure; and
10. In the event of death of the employee during the duration of employment, the Employer shall immediately inform the Philippine Embassy/Labour Attaché nearest the site of employment and/or the POEA and the Employer's Legal Representative about the said occurrence. His/her remains and personal belongings shall be repatriated to the Philippines at the expense of the employer. In case the repatriation of remains is not possible, the same may be disposed of upon the approval of the employee's next of kin and /or by the nearest Philippine Embassy or Consulate at the worksite, at the employer's expense.

FOR THE EMPLOYER:

NAME:

DESIGNATION:

SIGNATURE: _____

DATE: _____

(Date)

Atty. Silvestre H. Bello III

Secretary
Department of Labor and Employment
7th Floor, DOLE Building, Intramuros
Manila, Philippines

Through : Philippine Overseas Employment Administration
Philippine Overseas Labor Office, Philippine Embassy, London

RE : REQUEST FOR EXEMPTION FROM THE BAN ON DIRECT HIRING POLICY

Dear **Secretary Bello**:

I would like to request for an exemption from the POEA's Ban on Direct Hiring Policy relative to the hiring of _____ (name of worker) as _____ (job title) to the United Kingdom/ Ireland.

My request for exemption is based on the following grounds:

- 1. I am a government official with the following rank (lesser rank than deputy minister):

- 2. I am hiring a professional / skilled worker and will provide terms and conditions of employment over and above the standards set by POEA.
- 3. I will hire on a one-time basis.
- 4. I need the worker/s immediately but will seek accreditation with the POEA through a licensed Philippine agency for my subsequent recruitment/s.
- 5. I am a permanent resident of the UK and a relative of the worker that I am seeking to hire; s/he is my _____ (indicate relationship).
- 6. I undertake that I shall not charge any placement fee from the worker.
- 7. Others: _____

Attached are copies of relevant documents to support my request (include International English Language Testing System (IELTS) and Computer-based test (CBT) results, for nurses, if available). Hoping for your favourable consideration of this request.

Very truly yours,

(Name, Position, Signature of Employer or its representative)