

CHECKLIST OF REQUIREMENTS FOR VERIFICATION LANDBASED

For Hiring Domestic Worker

(Only for members of Diplomatic Corps, International Organizations, Heads of state and government officials with the rank of at least deputy minister, and other employers with approved exemption from DOLE)

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. Certification from the Embassy/ International Organization that the Direct Employer is a Diplomat/ Employed in the Organization		-
[]	2. Accomplished Request for Exemption from Ban on Direct Hiring <i>(if not a member of diplomatic corps, member of international organizations, or head of state and government official bearing a rank letter than deputy minister, including proof of having employed the domestic worker for at least one year outside UK if applicant is private employer)</i> / ^a		-
[]	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		-
[]	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	£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).

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.

(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)