

**CHECKLIST OF REQUIREMENTS FOR VERIFICATION
SEA-BASED**

NEW ACCREDITATION

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 (£)	Authentication Fee (£)
[]	1. Certified true copy of the Business Registration Certificate of the Company		8.00	-
[]	2. Special Power of Attorney or Service Agreement between the Employer and the PRA**		24.00	20.00
[]	3. Manning Agreement**		24.00	20.00
[]	4. Crew Request **		24.00	20.00
[]	5. Standard Employment Contract**		24.00	20.00
[]	6. Vessel Registry	Verification fee per vessel	8.00	-
[]	7. Photocopy of passport of one signing the documents on behalf of the employer		-	-
[]	8. Letter from the employer indicating that Filipinos that will be hired will not be engaged as fishers within UK waters or any other water territories where foreign fishers not from EU or EEA are prohibited to fish.		-	-
[]	9. Photocopy of passport of the worker (if person already identified)		-	-
[]	10. Photocopy of visa of the worker (if person already identified)		-	-
[]	Must be accomplished in two (2) sets, one original and one photocopy		-	-
	TOTAL		£112.00	£80.00
	Payable to:		POLO London	Philippine Embassy London

**** 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.