

GUIDELINES FOR FILIPINOS WORKING IN THE UK and IRELAND

1. If you came to the UK without securing an Overseas Employment Certificate (OEC) from the POEA, i.e., you came to the UK holding a **tourist/student/dependant visa (but were eventually permitted to work)**, **OR** you **transferred employment from another country to the UK**, **OR** you processed your employment documents with the POEA prior to your deployment to the UK/Ireland but you **changed employers / transferred to a new employer** within the duration of your stay you should immediately:
 - a. Register your employment in the UK with POLO-London (*To know the procedure, go to PE London Website>>Labor & Welfare>> Contract Registration*)
 - b. Pay for OWWA membership contribution (*To know the benefits of being an OWWA member, go to PE London Website>>Labor & Welfare>>OWWA Membership*)

2. On your first holiday vacation/ emergency leave to the Philippines, you would need to secure an OEC from the POLO. Please note the OEC will only be valid for a period of 60 days from the date of issuance. (*To know the procedure in securing OEC, go to PE London Website>>Labor & Welfare>>Overseas Employment Certificate*)

3. Once your contract is registered with the POLO and you have successfully secured an OEC for the first time, you should sign up / register at the Balik Manggagawa Online page at www.bmonline.ph. For succeeding vacations to the Philippines, **you will be exempted from securing OEC if you will be returning to the same employer and workplace**. If not, go back to no. 1.

4. If you still have the same employer from the time that you registered your contract with the POLO or processed your documents at the POEA, please note that **OWWA membership should be renewed every two years**. Pay for the renewal before the expiration of your previous OWWA membership contribution.

You may contact POLO-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.

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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.