

CHECKLIST OF REQUIREMENTS FOR VERIFICATION LANDBASED

ADDITIONAL JOB ORDER OF AN ALREADY ACCREDITED FPA New JO from the Same Employer

The principal 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 (£)	Authentication Fee (£)
[]	1. Manpower Request/Job Order from Employer to Foreign Placement Agency (FPA)**		24.00	20.00
[]	2. Manpower Request/Job Order from FPA to Philippine Recruitment Agency (PRA)		24.00	20.00
[]	3. Master Employment Contract (original) plus the Addendum to the Employment Contract, if essential elements of the POEA Standard Contract is missing, signed on all pages by the employer		24.00	20.00
[]	4. Guarantee Letter from the Employer that it has sufficient Certificates of Sponsorship to cover the number of Job Order, or a license from the Republic of Ireland Immigration to hire overseas workers**		24.00	20.00
[]	Everything must be accomplished in two (2) sets, one original and one photocopy			
	TOTAL		£96.00	£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.

**CHECKLIST OF REQUIREMENTS FOR VERIFICATION
LANDBASED**

**ADDITIONAL JOB ORDER OF AN ALREADY ACCREDITED EMPLOYER
Employer Not using services of FPA**

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:

	Required Documents	Remarks	Verification Fee (£)	Authentication Fee (£)
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[]	2. Master Employment Contract (original) plus the Addendum to the Employment Contract, if essential elements of the POEA Standard Contract is missing, signed on all pages by the employer		24.00	20.00
[]	3. Guarantee Letter from the Employer that it has sufficient Certificates of Sponsorship to cover the number of Job Order or a license from the Republic of Ireland Immigration to hire overseas workers**		24.00	20.00
[]	Everything must be accomplished in two (2) sets, one original and one photocopy			
	TOTAL		£72.00	£60.00
	Payable to:		POLO London	Philippine Embassy London

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