

CHECKLIST OF REQUIREMENTS FOR VERIFICATION LANDBASED

NEW ACCREDITATION

Foreign Placement Agency to recruit for a Private Employer (like independent care provider) in the UK

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. Certified true copy of the Employer's Certificate of Business Registration/ Incorporation		8.00	-
[]	2. Certified true copy of Foreign Placement Agency's (FPA) Certificate of Business Registration/ Incorporation		8.00	-
[]	3. Service Agreement between the Employer and the FPA**		24.00	20.00
[]	4. Recruitment Agreement between the FPA and PRA**		24.00	20.00
[]	5. Manpower Request/Job Order from Employer to FPA**		24.00	20.00
[]	6. Manpower Request/Job Order from FPA to PRA**		24.00	20.00
[]	7. 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
[]	8. 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
[]	9. Undertaking by the employer to monitor the employment of workers to be recruited and to submit a report of significant incidents relative thereto**		24.00	20.00
[]	10. Copy of the employer's (person signing the document) passport		-	-
[]	11. Copy of the FPA representative's (person signing the document) passport		-	-
[]	Everything must be accomplished in two (2) sets, one original and one photocopy		-	-
	TOTAL		£184.00	£140.00
	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

NEW ACCREDITATION

Private Employer (like independent and care providers) or Public/Government-owned Employer (like NHS Trust) not using a Foreign Placement Agency

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 Fees (£)	Authentication Fee (£)
[]	1. Certified true copy of Employer's Certificate of Business Registration/ Incorporation (<i>only if a private employer</i>)		8.00	-
[]	2. Recruitment Agreement between the Employer and Philippine Recruitment Agency (PRA)**		24.00	20.00
[]	3. Manpower Request/Job Order from Employer to PRA**		24.00	20.00
[]	4. 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
[]	5. 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
[]	6. Undertaking by the employer to monitor the employment of workers to be recruited and to submit a report of significant incidents relative thereto**		24.00	20.00
[]	7. Copy of the employer's (person signing the document) passport		-	-
[]	Everything must be accomplished in two (2) sets, one original and one photocopy			
	TOTAL		£128.00	£100.00
	Payable to:		POLO London	Philippine Embassy London

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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

NEW ACCREDITATION

FPA to recruit for a Public/ Government-Owned Employer (like NHS Trusts)

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. Certified true copy of Foreign Placement Agency's (FPA) Certificate of Business Registration/ Incorporation		8.00	-
[]	2. Service Agreement between the Employer and the FPA**		24.00	20.00
[]	3. Recruitment Agreement between the FPA and the licensed Philippine Recruitment Agency (PRA)**		24.00	20.00
[]	4. Manpower Request/Job Order from Employer to FPA**		24.00	20.00
[]	5. Manpower Request/Job Order from FPA to PRA**		24.00	20.00
[]	6. 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
[]	7. 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
[]	8. Undertaking by the employer to monitor the employment of workers to be recruited and to submit a report of significant incidents relative thereto**		24.00	20.00
[]	9. Copy of the employer's (person signing the document) passport		-	-
[]	10. Copy of the FRA representative's (person signing the document) passport		-	-
[]	Everything must be accomplished in two (2) sets, one original and one photocopy			
	TOTAL		£176.00	£140.00
	Payable to:		POLO London	Philippine Embassy London

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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.