



Embassy of the Republic of the Philippines
PHILIPPINE OVERSEAS LABOR OFFICE
LONDON

NOTICE TO THE PUBLIC

Revised Schedule of Fees and Documentary Requirements for POLO Services

I. FEES

Effective **01 September 2016**, the Philippine Overseas Labor Office (POLO) shall implement the following schedule of fees pursuant to DOLE Administrative Order No. 160, series of 2013, and DFA communication no. UK-120-OUA-2016 dated 15 March 2016.

These rates are reviewed periodically and are subject to change depending on prevailing exchange rates.

A. Verification and Registration of Recruitment and Employment Documents

Figures are in British Pound Sterling and payable only in cash or postal money order made out to POLO London.

- **£8.00** --- Verification of recruitment and employment documents involving the recruitment of **one** worker
- **£24.00** --- Verification of recruitment and employment documents involving the recruitment of **more than one** worker

B. OWWA Membership Contribution

Figures are in British Pound Sterling and payable only in cash or postal money order made out to OWWA London.

- **£20.00** --- OWWA membership contribution which shall be valid for two years with the same employer

II. DOCUMENTARY REQUIREMENTS

Effective immediately, the POLO shall require the updated documentary requirements for verification pursuant to the Revised POEA Rules and Regulations Governing the Recruitment and Employment of Land based Filipino Workers of 2016 and Revised POEA Rules and Regulations Governing the Recruitment and Employment of Filipino Seafarers, 2016. Please refer to Document Nos. 1 to 15 for the updated checklist of requirements.