

## 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](http://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](mailto:polo_london13@yahoo.co.uk) and [polo\\_london@philemb.co.uk](mailto:polo_london@philemb.co.uk) and telephone number +44-207-451-1833 or +44-207-839-8078.

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