



The Employer must submit the following requirements to the Migrant Workers Office (MWO)-London for verification VIA POST/COURIER ONLY (see Notes below for further details). Once documents have been verified, these should be sent to the worker for subsequent submission to the Department of Migrant Workers (DMW). For questions, you may contact MWO-London at [mwo\\_london@dmw.gov.ph](mailto:mwo_london@dmw.gov.ph) and telephone numbers +44-207-451-1832 or +44-207-839-8078. This checklist and the annexes mentioned can be accessed thru the Philippine Embassy website under the Labor and Welfare Section or use this link <https://londonpe.dfa.gov.ph/labor-welfare>

Required Documents (1 original and 1 photocopy per item)		Verification Fee (£) <i>Pay thru our Sterling bank account with Barclays Bank PLC</i>
[ ]	1. Notarized copy of Employer's Certificate of Business Registration/Incorporation* <i>(Please refer to Item 1 of the Notes below)</i>	9.00
[ ]	2. Notarized Employment Contract (with the Addendum or Annex A to the Employment Contract <b>if there are employment standards under Part V, Rule I, Section 135 of the 2016 Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers and the POEA Standard Contract missing</b> ), signed on all pages by the employer* <i>(Please refer to Item 1 of the Notes below)</i> , and include a copy of the Offer of Employment to the worker/s	9.00
[ ]	3. Copy of the direct employer's passport (person who signed the contract on behalf of the employer) or any government-issued ID	-
[ ]	4. Copy of the worker's permit/visa and passport	-
[ ]	5. Request for Exemption from Direct-Hire Ban signed by the Employer (Annex D)	-
[ ]	6. Certificate of Sponsorship <i>(if applicable)</i>	-
	<b>TOTAL</b>	<b>£18.00</b>

Notes:

1. Items with \* must be certified/notarized by a Solicitor/Notary Public (in UK/Ireland/worksite).
2. **SENDERBYPOST/COURIERONLY:**
  - a. Send the set of documents to MWO London Philippine Embassy, 6 Suffolk Street, London, SW1Y 4HG;
  - b. Enclose an 'open-dated' self-addressed stamped (UK/International) envelope so that the documents could be sent back to you, or arrange for a courier to collect the verified documents after receiving an email notification from MWO; and
  - c. Pay thru our Sterling bank account with Barclays Bank PLC. The sort code, account number and reference code for payment will be provided by MWO London once documents have been processed and approved for payment.
4. Processing of complete and compliant documents takes up to ten (10) working days upon receipt by the MWO. In case of a need for clarification for purposes of evaluation and/or submission by the Employer of correct/lacking requirements, processing may take beyond the ten (10) working days.
5. For those in Norway and Iceland, documents may be submitted either to the Philippine Embassy in Oslo for acknowledgement (please refer to their acknowledgment checklist of requirements) or to MWO London for verification.
6. For those in Sweden and Finland, documents may be submitted either to the Philippine Embassy in Stockholm for acknowledgement (please refer to their acknowledgment checklist of requirements) or to MWO London for verification.
7. For those in Denmark, Faroe Islands and Greenland, documents may be submitted either to the Philippine Embassy in Copenhagen for acknowledgement (please refer to their acknowledgment checklist of requirements) or to MWO London for verification.