


<b>Checklist of Requirements for Verification - Employment Contract Registration</b>	 <b>EMBASSY OF THE REPUBLIC OF THE PHILIPPINES</b> <b>Migrant Workers Office</b> <b>London</b> 	<b>Form No. 4</b> <b>Date Revised:</b> <b>01 March 2024</b>
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This is applicable for those with Working Visa/Permit if:

1. Their employment contracts have not been registered with DMW/(POEA) or MWO-London.
2. They transferred employment from another country.
3. Their employment documents were previously registered with DMW/(POEA) but later transferred to a new employer.

<b>Required Documents</b>	<b>Remarks</b>
1. Copy of Employment Contract	Must indicate the terms and conditions of your employment and must be in English.
2. Copy of valid passport (data page only)	With at least six (6) months validity from the intended date of departure from the Philippines.
3. Copy of valid Residence Permit (front only) and/or valid work permit/visa	With validity period that would cover the return of the worker to his/her job site.
4. Copy of any of the following: Latest pay slip or Certificate of Employment (COE)	COE must be at least a month old from the date of submission.
5. Affidavit of How Employment was Secured (Annex E) Note: Notarization is not required.	State the circumstances and timeline on how employment was secured.

**Notes:**

1. The worker has the option to submit the above requirements via email ([mwo\\_london@dmw.gov.ph](mailto:mwo_london@dmw.gov.ph)) or visit MWO-London located at the 3<sup>rd</sup> floor of the Philippine Embassy – London, Bldg. 6, Suffolk St., London SW1Y 4HG.
2. Due to the volume of applicants, the processing of complete and compliant documents takes up to **five (5) to seven (7) working days**.
3. If the submitted documents are found complete and in order, an instruction to pay the **Nine Sterling Pounds (£9.00)** contract registration fee will be sent by MWO via email. Payment can be done via bank transfer or any mobile payment app.
4. After the confirmation of receipt of payment, MWO will provide the applicant, through email, a copy of the Official Receipt and your duly registered employment contract. Instructions on how to generate/print your Overseas Employment Certificate (OEC) will also be provided.
5. For any inquiries, you may call our office at +44 207-451-1832 or +44207-839-8078.

**Application/Renewal of OWWA Membership:**

You may directly get in touch with OWWA-London thru their official email address at [owwamembershipuk@gmail.com](mailto:owwamembershipuk@gmail.com)

***The above requirements are applicable to OFWs whose jobsites are located at the following countries/territories: UK and other UK Territories, Ireland, Norway, Iceland, Sweden, Finland, Denmark, Faroe Islands and Greenland.***