



The Employer, thru their FPA, 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 and approved, these should be sent to the Philippine Recruitment Agency (PRA) for subsequent registration by the Department of Migrant Workers (DMW). For questions, you may contact MWO-London at 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 copy and 1 photocopy per item)		Verification Fee (£) Pay thru our Sterling bank account with Barclays Bank PLC (please refer to item 2 of the Notes below)
[]	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 copy of Foreign Placement Agency's (FPA) Certificate of Business Registration/Incorporation* <i>(Please refer to Item 1 of the Notes below)</i>	9.00
[]	3. Notarized Service Agreement between the Employer and the FPA* <i>(Please refer to Item 1 of the Notes below)</i>	27.00
[]	4. Notarized Recruitment Agreement between the FPA and Philippine Recruitment Agency (PRA)* <i>(Please refer to Item 1 of the Notes below)</i>	27.00
[]	5. Manpower Request/Job Order (indicating the position, number of workers required and monthly salary) from Employer to Foreign Placement Agency (FPA)	27.00
[]	6. Manpower Request/Job Order (indicating the position, number of workers required and monthly salary) from FPA to Philippine Recruitment Agency (PRA)	27.00
[]	7. Notarized Master Employment Contract (with the Addendum or Annex A to the Employment Contract) 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 , 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 template	27.00
[]	8. Undertaking by the employer (Annex B) to monitor the employment of workers to be recruited and to submit a report of significant incidents relative thereto	27.00
[]	9. Copy of the employer's (person signing the document) passport or any government-issued ID	-
[]	10. Copy of the FPA representative's (person signing the document) passport or any government-issued ID	-
[]	11. Copy of the PRA's (person signing the Recruitment Agreement) passport or any government-issued ID	-
	TOTAL	£180.00

Notes:

- Items with * must be certified/notarized by a Solicitor/Notary Public (in UK/Ireland/worksites) and may be notarized as a set with a covering letter indicating the contents of the pack.
- Verification fee per document if involves only one worker is £9.00. If it involves more than one worker, then verification fee will be £27.00 per document.
- SEND BY POST/COURIER ONLY:
 - Send the two sets of documents to MWO London, Philippine Embassy, 6 Suffolk Street, London, SW1Y 4HG;
 - 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
 - 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.
- Processing of complete and compliant documents takes up to ten (10) working days upon receipt by the MWO. In case of a need for a work site visit or clarification for purposes of evaluation and/or submission by the Employer of correct/lacking requirements, processing may take beyond the usual ten (10) working days.
- 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.
- 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.
- 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.