



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 Licensed Manning Agency (LMA) 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 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 the Business Registration Certificate of the Company* <i>(Please refer to Item 1 of the Notes below)</i>	9.00
[ ]	2. Notarized Special Power of Attorney (SPA) or any other equivalent document issued by the Principal/Employer, authorizing the LMA to recruit for and its behalf* <i>(Please refer to Item 1 of the Notes below)</i>	27.00
[ ]	3. Notarized Manning Agreement* <i>(Please refer to Item 1 of the Notes below)</i>	27.00
[ ]	4. Crew Request	27.00
[ ]	5. Notarized Standard Employment Contract* <i>(Please refer to Item 1 of the Notes below)</i>	27.00
[ ]	6. Vessel Registration Certificate	9.00 per vessel
[ ]	7. Photocopy of passport or any government-issued ID of one signing the documents on behalf of the employer	-
[ ]	8. Photocopy of passport or any government-issued ID of one signing the documents on behalf of Licensed Manning Agency (LMA)	-
<b>TOTAL</b>		<b>£126.00</b>

Notes:

- Items with \* must be certified/notarized by a Solicitor/Notary Public (in UK/Ireland/worksite) 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.