



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 and approved these should be sent to the Philippine Recruitment Agency (PRA) for subsequent submission by the Department 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 and 1 photocopy per item)		*Verification Fee (£) <i>Pay thru our Sterling bank account with Barclays Bank PLC (please refer to item 3 of the Notes below)</i>
[]	1. Manpower Request/Job Order (indicating the position, number of workers required and monthly salary) from Employer to Philippine Recruitment Agency (PRA)	27.00
[]	2. 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 and include copy of the Offer of Employment template	27.00
TOTAL		£54.00

Notes:

- Since the additional job order is for the same employer, there is no need for the notarization and legalization of the above-mentioned documents.
- Notarization/Legalization (apostille) is not required of for the Master Employment Contract on a premise that it bears exactly the same provisions of the previously POLO-verified contract. However, an increase or change in salary or benefits should be reflected in the revised Master Employment Contract to be submitted. This is on understanding that there will be no diminution of salary/benefits.
- Verification fee per document if request involves only one worker is £9.00. If it involves more than one worker, then verification fee will be £27.00 per document, except for the business registration certificate which remains at £9.00 regardless of the number of workers involved.
- SEND BY POST/COURIER ONLY:
 - Send the set 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 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.