



The Employer, thru their FPA, must submit the following requirements to the Philippine Overseas Labor Office (POLO)-London for verification **VIA POST ONLY** (see Notes below for further details). Once documents have been verified, these should be sent to the Philippine Recruitment Agency (PRA) for subsequent submission to the Philippine Overseas Employment Administration (POEA). For questions, you may contact POLO-London at polo_london13@yahoo.co.uk and telephone numbers +44-207-451-1833 or +44-207-839-8078.

| Required Documents (1 original and 1 photocopy per item) | | *Verification Fee (£) Pay thru our Sterling bank account with Barclays Bank PLC (see account details in the Notes below) |
|--|---|--|
| [] | 1. Certified true copy of the Employer's Certificate of Business Registration/ Incorporation | 9.00 |
| [] | 2. Certified true copy of Foreign Placement Agency's (FPA) Certificate of Business Registration/ Incorporation | 9.00 |
| [] | 3. Service Agreement between the Employer and the FPA** | 27.00 |
| [] | 4. Recruitment Agreement between the FPA and Philippine Recruitment Agency (PRA)** | 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. Master Employment Contract (with the Addendum 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** | 27.00 |
| [] | 8. Visa Guarantee Letter from the Employer that it has sufficient Certificates of Sponsorship to cover the number of Job Order (for UK employers), or a license from the Republic of Ireland/Jersey/Guernsey/Gibraltar/Falkland Islands' immigration, to hire overseas workers** | 27.00 |
| [] | 9. Undertaking by the employer to monitor the employment of workers to be recruited and to submit a report of significant incidents relative thereto** | 27.00 |
| [] | 10. Copy of the employer's (person signing the document) passport or any government-issued ID | - |
| [] | 11. Copy of the FPA representative's (person signing the document) passport or any government-issued ID | - |
| | TOTAL | £207.00 |

Notes:

- Items with ** must be certified/notarized by a Solicitor/Notary Public (in UK/Ireland/worksite); and thereafter legalized (apostille by the UK Foreign & Commonwealth Office, or the Department of Foreign Affairs of the Republic of Ireland, etc. (whichever is applicable)). All items marked *** may be notarized and legalized as a set with a covering letter indicating the contents of the pack.
- 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 ONLY:**
 - Send the set of documents to POLO London Philippine Embassy, 6 Suffolk Street, London, SW1Y 4HG;
 - Enclose a self-addressed stamped (UK/Euro-international) envelope so that the documents could be sent back to you;
 - Pay thru our Sterling bank account with Barclays Bank PLC once POLO confirmed that the documents have been processed.
Account Name: Philippine Overseas Labour Office
Sort Code and Account No: 20-32-06 / 50110248
Reference Code: (to be provided by POLO London once documents are processed and approved for payment)
- Processing of documents takes up to three working days upon receipt of the POLO. In case of a need for any clarification for purposes of evaluation and/or submission by the Employer of correct/lacking requirements, processing may take beyond the usual three 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 POLO 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 POLO London for verification.
- For those in **Denmark, Faroe Islands and Greenland**, documents may be submitted to the **Philippine Embassy in Copenhagen** for acknowledgement (please refer to their acknowledgment checklist of requirements) or to POLO London for verification.

Checklist of Requirements for
Verification - **Landbased**
Private Employer Using
Foreign Placement Agency (FPA)



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
Philippine Overseas Labor Office
London



Form No. 1-C
New Accreditation
Date Revised:
1 June 2020