



The Employer 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. 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 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
[]	3. 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
[]	4. Copy of the employer's (person signing the document) passport or any government-issued ID	-
TOTAL		£81.00

Notes:

- Since the additional job order is for the same employer, there is no need for the notarization and apostillization/legalization of the above-mentioned documents.
- Notarisation/Legalisation (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 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.