



This is applicable for those with Working Visa if:

- 1) their employment contracts have not been registered with POEA or POLO London;
- 2) they transferred employment from another country to the UK;
- 3) their employment documents were previously registered with the POEA prior to coming to the UK, but later transferred to a new employer.

The worker must submit the following requirements **VIA email ONLY** (see Notes below for further details) to the Philippine Overseas Labor Office (POLO)-London for verification/registration. For questions, you may contact POLO-London at [polo\\_london13@yahoo.co.uk](mailto: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 if worker)		*Verification Fee (£) <i>Pay thru our Sterling bank account with Barclays Bank PLC (see account details in the Notes below)</i>
[ ]	1. Original Employment contract, with signature of the worker and the employer;	
[ ]	2. Copy of passport with at least six months validity from the intended date of departure from the Philippines;	
[ ]	3. Copy of both pages of biometric residence permit showing the NI number/ work visa with validity period that would cover date of return to job site;	
[ ]	4. Copy of latest pay slip or company ID;	
[ ]	5. Affidavit of the worker stating the circumstances and timeline on how employment was secured ( <i>Annex B</i> )	
	<b>TOTAL</b>	<b>£9.00</b>

**Notes:**

**1. VIA EMAIL:**

- a. *Send the set of documents to [polo\\_london13@yahoo.co.uk](mailto:polo_london13@yahoo.co.uk);*
- b. *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)

2. *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 worker of correct/lacking requirements, processing may take beyond the usual three working days.*
3. *A worker whose **OWWA Membership** has expired already, has to renew his/her membership and the **fee is £23**. Attached is the OWWA OFW Information Sheet (*Annex C*) to be accomplished and submitted along with a copy of passport data page and any proof of employment (i.e., company ID, payslip, Certificate of Employment).*
4. *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.*
5. *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.*
6. *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.*