

**CHECKLIST OF REQUIREMENTS FOR POLO VERIFICATION  
& POEA REGISTRATION (AGENCY HIRING)**  
(For British Columbia, Alberta, Saskatchewan, Yukon & NWT)

COMPANY/EMPLOYER:
ADDRESS:
EMPLOYEE:
NOC & SKILL:
<b>DOCUMENTARY REQUIREMENTS</b>

<b>1. Letter request to POLO/Labor Attaché</b>	Requesting for verification of the required documents as submitted
<b>2. Manpower Request/Job Order</b>	Indicating the position, job title, salary offer and quantity. <b><i>(Form to be provided by Philippine recruitment agency (PRA).</i></b>
<b>3. Individual Employment Contract or Employment Offer/Confirmation of Nomination (if not hiring more than five (5) workers per Job Order); or  Master Employment Contract (if hiring more than five (5) workers at one time per Job Order)</b>	All pages should bear the original signatures of the Employer and must be dated. A scanned copy of the worker's signatures in all pages may be accepted subject to validation by POEA in Manila.
<b>4. Contract (Addendum) for every individual employment contract</b>	Should be dated and signed by both worker and employer or his authorized representative. Signature of employer or representative must be original. <b><i>(Please see downloadable Form)</i></b>
<b>5. Passport copy with worker's signature</b>	
<b>6. Visa copy of worker</b>	
<b>7. Government-issued ID with photo and signature of employer or authorized representative</b>	e.g. Driver's license or passport copy
<b>8. Copy of Certificate of Incorporation and Board /Company Resolution</b>	Authorizing a company officer or representative as official signatory to sign for and in behalf of the employer or company
<b>9. Affidavit/Letter of Undertaking</b>	Undertaking by Employer and PRA to jointly monitor the working conditions of the worker and report to POLO any possible concerns. Signature of employer must be original.
<b>10. Labor Market Impact Assessment (LMIA), or  Work Permit approval for LMIA-Free International Mobility Program (IMP)  Confirmation of Nomination</b>	For workers hired under the Temporary Foreign Workers Program (TFWP) approved by ESDC/Service Canada  For workers hired under the Provincial/Territorial Nominee Program
<b>11. Recruitment Agreement between Canada employer and Philippine recruitment agency (PRA)</b>	Signed and dated by both the Philippine recruitment agency (PRA) and Canada employer and/or Third Party Representative (Foreign recruitment agency (FRA))
<b>12. Service/Hiring Agreement, if applicable, between Canada employer and Third Party Representative</b>	Agreement between Canadian employer/company and Third Party Representative/Employment agency to hire foreign workers.
<b>13. Copy of Business License/Company Registration (Employer)</b>	
<b>14. Employer's (Company) Profile &amp; List of Filipino employees</b>	Business profile must include info about the name, address, contact details of the employer/company, length of business operation, line of business, no. of personnel or staff, including total no. of Filipino workers employed thus far, their names and contact details, year hired and others.
<b>15. Employer's Registration/License to hire foreign workers with MOL  Employer's Registration by the Ministry of</b>	For BC employers only  For SK employers

<b>Economy (FWRISA)</b>	
<b>16. License of the Third Party Representative/FRA</b>	License to recruit foreign nationals and registration to operate as an employment agency
<b>17. POEA License of Philippine Recruitment Agency and Passport copy of owner</b>	
<b>ADDITIONAL REQUIREMENTS FOR CAREGIVERS:</b>	
<b>18. Police Clearance</b>	Original copies, individually secured Police Clearance (Name Based Criminal Record Checks conducted by the RCMP's Canadian Police Information Center) for the employer/s and all members of the household who are of legal age (18 years and above), certifying that the person has no criminal record and has not been implicated in any case of abuse.
<b>19. Proof of Capacity to employ and pay wages</b>	Copy of latest CRA/Tax Assessment for employers.

<b>FEES *</b>	
1. Business License/Company Registration	CAD 11.50
2. Manpower Request or Job Order	11.50
3. Recruitment Agreement	11.50
4. Service Agreement (between Employer and Third Party/FRA)	11.50
5. Individual Employment Contract/Employment Offer	11.50
6. Contract (Addendum)	11.50
7. Affidavit/Letter of Undertaking	11.50
8. Master Employment Contract	34.50
* <b>Cash or Postal Money Order or Bank Draft payable to the:</b>	
1. <b>"Philippine Overseas Labor Office";</b> or 2. <b>"POLO"</b>	

<b>FILING</b>		
1. PERSONAL OR WALK-IN	Date Received: By:	
2. MAIL THRU POST- <b>All Documents, together with postal money order or bank draft payment and pre-paid Canada Express Post Envelope, should be mailed to:</b>  <b>PHILIPPINE OVERSEAS LABOR OFFICE (Exact Spelling)</b> <b>Suite 601, 999 Canada Place, Vancouver, BC, V6C 3E1</b>  <b><u>IMPORTANT NOTES:</u></b>  a. Incomplete documents, payments, or lack of original signatures will not be processed; b. All documents should be sent in two (2) sets or copies; c. The postal money order or bank draft should bear the correct spelling (above) of the Payee; d. POLO adopts the <b>"First-in, First Out" policy.</b>	Date Received:	
<b>STATUS as of _____</b>		
<input type="checkbox"/> Incomplete/for compliance	<input type="checkbox"/> For review	<input type="checkbox"/> Others
Processed and Evaluated by:	Approved/Verified:	
Reviewed by:	Date: _____	