

**CHECKLIST OF REQUIREMENTS FOR MWO VERIFICATION  
& DMW REGISTRATION (DIRECT HIRING)**  
(For British Columbia, Alberta, Saskatchewan, Yukon & NWT)

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

1. Letter to MWO/Labor Attaché (in company letterhead)	Request for processing (RFP) indicating the following: name of OFW, position, salary, contract duration, job site, name of principal employer and list of documents submitted for verification
2. Individual Employment Contract	<b>All pages should bear the original signatures (in wet ink) of the Employer and must be dated.</b> A scanned copy of the worker's signatures in all pages may be accepted subject to validation by DMW in Manila.
3. Contract (Addendum)	The Addendum should be signed and dated by both the worker and employer or his authorized representative. <b>Signatures of employer or authorized representative must be original (in wet ink).</b> (Please see downloadable Form).
4. Passport copy with signature of Worker	
5. Visa copy of worker	
6. Government issued ID with photo and signature of Employer or authorized representative	e.g. Driver's license or Passport copy
7. Company Registration / Copy of Certificate of Incorporation with Notice of Articles with Board Resolution stating authorized signatory	The COI should include the pages showing the Board of Directors / owner of the company.  Board / Company Resolution – document authorizing a company officer or representative as official signatory to sign for and in behalf of the employer or company
8. Copy of valid Business License (Employer)	<b>In the absence of a business license, provide proof to show active existence of company.</b>
9. Affidavit of Undertaking by Employer	Undertaking by employer to comply with the employment laws including the prohibition on no-fee charging. <b>Employer's signature must be original (in wet ink) and the affidavit must be notarized by a commissioner on oath.</b> (see downloadable form)
10. Labor Market Impact Assessment (LMIA), or Approval of LMIA-Free Work Permit International Mobility Program (IMP), or Confirmation of Nomination (e.g. SINP, YNP)	For workers hired under the Temporary Foreign Workers Program (TFWP) approved by ESDC/Service Canada <b>(must include the page showing the name of the worker)</b>  For workers hired under the Provincial/Territorial Nominee Program, <b>include letter of Job Approval Confirmation – Identified Candidate from ESB</b>
11. Employer's (Company) Profile & List of Filipino employees	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 and branches, including total no. of Filipino workers employed thus far, their names and contact details, year hired and others.
<b>12. Employer's Registration/License to hire foreign workers with BC Ministry of Labour</b>	For BC employers only
<b>Employer's Registration by the Ministry of Economy (FWRISA)</b>	For SK employers

<b>FEES *</b>	
<b>1. Individual Employment Contract with Addendum</b>	CAD 11.50
<b>2. Business License/Company Registration/Local Business Permit</b>	11.50
<b>3. Affidavit of Undertaking</b>	11.50
<b>* Cash / Postal Money Order / Bank Draft (COMPANY / PERSONAL CHEQUES WILL NOT BE ACCEPTED)</b>	

<b>FILING</b>	
<b>1. PERSONAL OR WALK-IN</b>	Date Received: By:
<b>2. MAIL THRU POST- All Documents, together with postal money order or bank draft payment and pre-paid Canada Express Post Envelope, should be mailed to:</b>  <b>MIGRANT WORKERS OFFICE - VANCOUVER</b> <b>Philippine Consulate General - Labor Section</b> <b>Suite 601, 999 Canada Place, Vancouver, BC, V6C 3E1</b>  <u><b>IMPORTANT NOTES:</b></u> <ol style="list-style-type: none"> <li><b>Incomplete documents, payments or lack of original signatures will be immediately returned to the sender;</b></li> <li>All documents should be sent in <b>two (2) separate sets or copies;</b></li> <li>The postal money order or bank draft should bear the correct spelling (above) of the Payee;</li> <li>MWO adopts the <b>"First-in, First Out" policy.</b></li> </ol>	Date Received: