

## CHECKLIST OF REQUIREMENTS FOR MWO VERIFICATION & DMW REGISTRATION (PHILIPPINE AGENCY HIRING)

### Skilled Workers

(For British Columbia, Alberta, Saskatchewan, Yukon & NWT)

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

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| 1. Letter request to MWO/Labor Attaché   | Request for verification of the list of documents submitted   |
| 2. Manpower Request/Job Order  | Addressed to PRA/FRA, indicating the position, salary offer and quantity  |
| 3. <b>Individual Employment Contract (IEC)</b> (if not hiring more than five (5) workers per Job Order); or<br><br><b>Master Employment Contract</b> (if hiring more than five (5) workers with same position at one time per Job Order) | <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.   |
| 4. <b>Contract (Addendum)</b> for every individual employment contract   | 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).   |
| 5. Passport copy with worker's signature   |   |
| 6. Visa copy of worker   | as applicable   |
| 7. Government-issued ID with photo and signature of employer or authorized representative  | e.g. Driver's license or passport copy  |
| 8. Company Registration / Copy of Certificate of Incorporation with Notice of Articles with Board Resolution stating authorized signatory  | <b>The COI should include the pages showing the Board of Directors / owner of the company.</b><br><br>Board / Company Resolution – document authorizing a company officer or representative as official signatory to sign for and in behalf of the employer or company  |
| 9. Copy of Valid Business License (Employer)   | <b>In the absence of a business license, provide proof to show active existence of company.</b>   |
| 10. 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)   |
| 11. Affidavit of Undertaking by Philippine recruitment agency  | Undertaking by Philippine recruitment agency to comply with the employment laws including the prohibition on no-fee charging. <b>Signature must be original (in wet ink) and the affidavit must be notarized.</b> (see downloadable form)   |
| 12. Labor Market Impact Assessment (LMIA), or<br><br>Work Permit approval for LMIA-Free International Mobility Program (IMP)<br><br>Confirmation of Nomination (e.g. SINP, YNP)  | For workers hired under the Temporary Foreign Workers Program (TFWP) approved by ESDC/Service Canada<br><i>(must include the page showing the name of the worker)</i><br><br>For workers hired under the Provincial/Territorial Nominee Program, <b>include letter of Job Approval Confirmation – Identified Candidate from ESB</b> |

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| 13. Recruitment Agreement between Canada employer and Philippine recruitment agency (PRA)          | <b>Notarized, signed and dated</b> by both the Philippine recruitment agency (PRA) and Canada employer and/or Canada recruitment agency  |
| 14. Service/Hiring Agreement, if applicable, between Canada employer and Canada recruitment agency | <b>Notarized, signed and dated</b> agreement between Canadian employer/company and Canada recruitment agency to hire foreign workers.  |
| 15. 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, including total no. of Filipino workers employed thus far, their names and contact details, year hired and others. |
| 16. Employer's Registration/License to hire foreign workers with BC Ministry of Labour             | For BC employers only  |
| Employer's Registration by the Ministry of Economy (FWRISA)  | For SK employers   |
| 17. a. Employment Agency License of the Canada recruitment agency / FRA                            | License to recruit foreign nationals and registration to operate as an employment agency   |
| b. Agency Registration/License to hire foreign workers with BC Ministry of Labour                  | For FRAs recruiting workers to BC  |
| 16. POEA License of Philippine Recruitment Agency and Passport copy of owner                       |  |

| <b>FEES *</b>   |                |
|---|----------------|
| 1. Manpower Request or Job Order  | CAD 11.50      |
| 2. Individual Employment Contract with Addendum<br><i>or</i><br>Master Employment Contract        | 11.50<br>34.50 |
| 3. Business License/Company Registration  | 11.50          |
| 4. Affidavit of Undertaking by Employer   | 11.50          |
| 5. Affidavit of Undertaking by Philippine recruitment agency                                      | 11.50          |
| 6. Recruitment Agreement  | 11.50          |
| 7. Service Agreement (between Employer and Canada recruitment agency)                             | 11.50          |
| <b>* Cash / Postal Money Order / Bank Draft (COMPANY / PERSONAL CHEQUES WILL NOT BE ACCEPTED)</b> |                |

| <b>FILING</b>  |                       |
|--|-----------------------|
| 1. PERSONAL OR WALK-IN   | Date Received:<br>By: |
| 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:<br><br><b>MIGRANT WORKERS OFFICE - VANCOUVER</b><br><b>Philippine Consulate General - Labor Section</b><br><b>Suite 601, 999 Canada Place, Vancouver, BC, V6C 3E1</b><br><br><b>IMPORTANT NOTES:</b><br><br>a. <b>Incomplete documents, payments or lack of original signatures will be immediately returned to the sender;</b><br>b. All documents should be sent in <b>two (2) separate sets or copies;</b><br>c. The postal money order or bank draft should bear the correct spelling (above) of the Payee;<br>d. MWO adopts the <b>"First-in, First Out"</b> policy. | Date Received:        |