

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

**Home child care provider/Home support worker applicants**

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

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

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, job title, salary offer and quantity
3. 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.
4. Contract (Addendum) 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). (Please see downloadable Form).</b>
5. Passport copy with worker's signature	
6. Visa copy of worker	
7. Government-issued ID with photo and signature of employer or authorized representative	e.g. Driver's license or passport copy
8. Affidavit of Undertaking of 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)
9. 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)
10. 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
11. Service/Hiring Agreement, if applicable, between Canada employer and Canadian recruitment agency	<b>Notarized, signed and dated</b> agreement between Canadian employer/company and Canadian recruitment agency to hire foreign workers.
12. 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
13. 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

<b>14. POEA License of Philippine Recruitment Agency and Passport copy of owner</b>	
<b>15. 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>16. Proof of Capacity to employ and pay wages</b>	Copy of latest CRA/Tax Assessment for employers

<b>FEES *</b>	
1. Manpower Request or Job Order	CAD 11.50
2. Individual Employment Contract with Addendum	11.50
3. Affidavit of Undertaking by Employer	11.50
4. Affidavit of Undertaking by Philippine recruitment agency	
5. Recruitment Agreement	11.50
6. Service Agreement (between Employer and Third Party/FRA)	11.50
7. Police Clearance (per document submitted)	11.50
8. Notice of Tax Assessment (per document submitted)	11.50
* Cash or Postal Money Order or Bank Draft <b>(COMPANY / PERSONAL CHEQUES WILL NOT BE ACCEPTED)</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>MIGRANT WORKERS OFFICE - VANCOUVER</b> <b>Philippine Consulate General - Labor Section</b> <b>Suite 601, 999 Canada Place, Vancouver, BC, V6C 3E1</b>  <b><u>IMPORTANT NOTES:</u></b> <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><i>"First-in, First Out"</i></b> policy.</li> </ol>	Date Received: