



Republic of the Philippines
Department of Migrant Workers
Migrant Workers Office
Consulate General of the Philippines (Labor Section)
Vancouver, British Columbia, Canada

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:
DOCUMENTARY REQUIREMENTS

1. Letter request to MWO/Labor Attaché	Request for processing (RFP) indicating the following: name of OFW, position, salary, contract duration, job site, name of principal employer
2. Manpower Request/Job Order	Addressed to PRA/FRA, indicating the position, salary offer and quantity
3. <u>Individual Employment Contract (IEC)</u> (if not hiring more than five (5) workers per Job Order); or <u>Master Employment Contract</u> (if hiring more than five (5) workers with the same position at one time per Job Order)	<u>All pages should bear the original signatures (in wet ink) of the Employer and must be dated.</u> A scanned copy of the worker's signatures on all pages may be accepted, subject to validation by DMW in Manila.
4. <u>Contract (Addendum)</u> for every individual employment contract	The Addendum should be signed and dated by both the worker and employer or his authorized representative. <u>Signatures of employer or authorized representative must be original (in wet ink).</u> (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	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
9. Copy of Valid Business License (Employer)	In the absence of a business license, provide proof to show active existence of company.
10. Affidavit of Undertaking by Employer	Undertaking by employer to comply with the employment laws including the prohibition on no-fee charging. <u>Employer's signature must be original (in wet ink) and the affidavit must be notarized by a commissioner on oath.</u> (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. <u>Signature must be original (in wet ink) and the affidavit must be notarized.</u> (see downloadable form)
12. Labor Market Impact Assessment (LMIA), or Work Permit approval for LMIA-Free International Mobility Program (IMP) Confirmation of Nomination (e.g. SINP, YNP)	For workers hired under the Temporary Foreign Workers Program (TFWP) approved by ESDC/Service Canada <i>(must include the page showing the name of the worker)</i> For workers hired under the Provincial/Territorial Nominee Program, include letter of Job Approval Confirmation – Identified Candidate from ESB

13. Recruitment Agreement between Canada employer and Philippine recruitment agency (PRA)	Notarized, signed and dated 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	Notarized, signed and dated 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 Employer's Registration by the Ministry of Economy (FWRISA)	For BC employers only For SK employers
17. a. Employment Agency License of the Canada recruitment agency / FRA b. Agency Registration/License to hire foreign workers with BC Ministry of Labour	License to recruit foreign nationals and registration to operate as an employment agency For FRAs recruiting workers to BC
16. DMW License of Philippine Recruitment Agency and Passport copy of owner	

FEES *	
1. Manpower Request or Job Order	CAD 62.00
2. Individual Employment Contract with Addendum <i>or</i> Master Employment Contract	62.00
3. Business License/Company Registration	62.00
4. Recruitment Agreement	62.00
5. Service Agreement (between Employer and Canada recruitment agency)	62.00
*Fees can be made through CASH or POSTAL MONEY ORDER , or BANK DRAFT . Postal money orders and bank drafts should be made payable to MIGRANT WORKERS OFFICE or MWO . (Company / Personal Cheques will not be accepted.)	

FILING	
1. PERSONAL – Strictly by APPOINTMENT only. (Book your appointment through: bit.ly/mwoappt2025)	Date Received: 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: MIGRANT WORKERS OFFICE – VANCOUVER Philippine Consulate General - Labor Section Suite 601, 999 Canada Place, Vancouver, BC, V6C 3E1 IMPORTANT NOTES: a. Incomplete documents, payments or lack of original signatures will be immediately returned to the sender; b. All documents should be sent in two (2) separate sets or copies; c. The postal money order or bank draft should bear the correct spelling (above) of the Payee; d. MWO adopts the "First-in, First Out" policy.	Date Received: