



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

Note: DMW Department Circular No. 01, Series of 2023, Section 126. **Ban on Direct Hires, Exemption.** In accordance with law, **no employer shall directly hire an OFW for overseas employment, unless otherwise exempted by law or any issuance of the Department.**

Please refer to MWO Advisory on Direct Hiring: bit.ly/MWodirecthiring

COMPANY/EMPLOYER:
ADDRESS:
EMPLOYEE:
NOC & SKILL:
DOCUMENTARY REQUIREMENTS

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 (with employer's contact number and email)
2. Individual Employment Contract	All pages should bear the original signatures (in wet ink) of the Employer and must be dated. A scanned copy of the worker's signatures on 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 the employer or his authorized representative. Signatures of employer or authorized representative must be original (in wet ink). (Form available in the Downloadable Forms)
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 (COI) 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 an official signatory to sign for and on behalf of the employer or company
8. Copy of valid Business License (Employer)	In the absence of a business license, provide proof to show the active existence of the company.
9. Affidavit of Undertaking by Employer	Undertaking by employer to comply with the employment laws, including the prohibition on no-fee charging. Employer's signature must be original (in wet ink) and the affidavit must be notarized by a notary public/commissioner on oath. (Form available in the Downloadable Forms)
10. Labor Market Impact Assessment (LMIA), or Approval of LMIA-Free Work Permit International Mobility Program (IMP), or	For workers hired under the Temporary Foreign Workers Program (TFWP) approved by ESDC/Service Canada (must include the page showing the name of the worker)

Confirmation of Nomination (e.g. SINP, YNP)	For workers hired under the Provincial/Territorial Nominee Program, include letter of Job Approval Confirmation – Identified Candidate from ESB
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. <i>(Form available in the Downloadable Forms)</i>
12. Employer’s Registration/License to hire foreign workers with BC Ministry of Labour Employer’s Certificate of Registration by the Ministry of Immigration and Career Training	For BC employers only For SK employers

FEES *	
1. Individual Employment Contract with Addendum (per applicant)	CAD 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 <i>(use EXACT spelling and wording)</i> MIGRANT WORKERS OFFICE (MWO)	

FILING	
1. PERSONAL – Strictly by APPOINTMENT only. (Book your appointment through: bit.ly/mwoappt2025). All pre-evaluated documents should be submitted during the appointment.	Date Received: By:
2. MAIL THRU POST - All pre-evaluated 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 602, 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 exact and correct and exact spelling (above) of the Payee; d. MWO adopts the “First-in, First Out” policy.	Date Received: