

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

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

<b>1. Letter to POLO/Labor Attaché (in company letterhead)</b>	Letter should be addressed to the Labor Attaché requesting for direct hiring exemption indicating the names of the workers, positions and salary offer, and also confirming that the employer has not exceeded the maximum limit of five (5) Filipino workers allowed to be directly hired.
<b>2. Individual Employment Contract/Employment Offer/Confirmation of Nomination (For each worker)</b>	All pages should bear the original signatures of the Employer and must be dated. A scanned copy of the worker's signatures in all pages may be accepted subject to validation by POEA in Manila.
<b>3. Contract (Addendum)</b>	The Addendum should be signed and dated by both the worker and employer or his authorized representative. Signatures of employer or representative must be original. <i>(Please see downloadable Form).</i>
<b>4. Passport copy with signature of Worker</b>	
<b>5. Visa /Work Permit copy</b>	
<b>6. Government issued ID with photo and signature of Employer or authorized representative</b>	e.g. Driver's license or Passport copy
<b>7. Copy of Certificate of Incorporation and Board /Company Resolution</b>	Authorizing a company officer or representative as official signatory to sign for and in behalf of the employer or company.
<b>8. Affidavit/Letter of Undertaking</b>	Undertaking by employer and PRA to jointly monitor the working conditions of the worker and report to POLO for any possible concerns. Employer's signature must be original.
<b>9. Labor Market Impact Assessment (LMIA), or Approval of LMIA-Free Work Permit International Mobility Program (IMP), or Confirmation of Nomination</b>	For workers hired under the Temporary Foreign Workers Program (TFWP) approved by ESDC/Service Canada, or  For workers hired under the Provincial/Territorial Nominee Program
<b>10. Copy of Business License/Company Registration (Employer)</b>	
<b>11. Employer's (Company) Profile &amp; List of Filipino employees</b>	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 (by MOL)</b>  <b>Employer's Registration by the Ministry of Economy (FWRISA)</b>	For BC employers only  For SK employers

<b>FEES *</b>	
<b>1. Business License/Company Registration/Local Business Permit</b>	CAD 11.50
<b>2. Individual Employment Contract/Employment Offer with Addendum</b>	11.50
<b>3. Affidavit of Undertaking</b>	11.50
* Cash or Postal Money Order or Bank Draft payable to the: 1. "Philippine Overseas Labor Office"; or 2. "POLO"	

<b>FILING</b>	
1. PERSONAL OR WALK-IN	Date Received: By:
<p>1. 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></p> <p style="text-align: center;"><b>PHILIPPINE OVERSEAS LABOR OFFICE (<i>Exact Spelling</i>) Suite 601, 999 Canada Place, Vancouver, BC, V6C 3E1</b></p> <p><b><u>IMPORTANT NOTES:</u></b></p> <p>a. Incomplete documents, payments or lack of original signatures will not be processed;</p> <p>b. All documents should be sent in two (2) sets or copies;</p> <p>c. The postal money order or bank draft should bear the correct spelling (above) of the Payee;</p> <p>d. POLO adopts the <b><i>"First-in, First Out"</i></b> policy.</p>	Date Received:

<b>STATUS</b> as of _____		
<input type="checkbox"/> Incomplete/for compliance	<input type="checkbox"/> For review	<input type="checkbox"/> Others