

CHECKLIST OF REQUIREMENTS FOR CONTRACT REGISTRATION, OWWA, and OEC

The documents listed below must be submitted to POLO-London prior to going on vacation leave to the Philippines. For questions regarding the checklist, the worker may communicate with Philippine Overseas Labor Office-London through polo_london13@yahoo.co.uk or polo_london@philemb.co.uk and telephone number +44-207-451-1833 or +44-207-839-8078 or +44-207-839-8039 or +44-207-451-1832. Please also refer to the "Guidelines for Filipinos working in UK/Ireland/Etc".

Required Documents	Remarks	Verification Fee (£) <i>(Applicable to workers who changed employer/ job site, dependents who became OFW, workers who renewed their contract, workers without previous record with the POEA.)</i>	OEC (£) <i>(Applicable to workers to have previous POEA record. Workers who do not have prior record with the POEA are required to secure OEC in the POEA.)</i>	OWWA (£) <i>(renewal every two years)</i>
[] 1. Original Employment contract, with signature of the worker and the employer;		9.00		
[] 2. Copy of passport with at least six months validity from the intended date of departure from the Philippines;				
[] 3. Copy of both pages of biometric residence permit showing the NI number/ work visa with validity period that would cover date of return to job site;				
[] 4. Copy of latest pay slip or company ID;				
[] 5. Affidavit of the worker stating the circumstances and timeline on how employment was secured;				
[] 6. Photocopy of item numbers 1-5.				
[] 7. If also securing an OEC: Please also submit the BMONLINE.PH information sheet/appointment form			2.00	
[] 8. If also paying OWWA membership/renewal fee: Please also submit the OWWA membership form				23.00
TOTAL		9.00	2.00	23.00
<i>Payment in cash, postal money order, sterling bank draft</i>	Payable to:	POLO London	POLO London	OWWA London

IF TO BE SENT BY POST:

1. Prepare the documents and photocopies for sending to POLO, Philippine Embassy London, 6 Suffolk Street, London, SW1Y 4HG;
2. Enclose postal money order or company cheque payable to POLO London, and Philippine Embassy London, respectively, based on the breakdown of fees in the checklist;
3. Enclose a self-addressed return envelope with sufficient UK stamp (registered mail) so that the documents could be sent back to you. For principals in IE where UK stamp is not available, you may enclose another postal money order payable to POLO London that would cover the cost of postage stamp for posting back the documents (*sample prices may be found at www.postoffice.co.uk/price-finder*). You may also arrange for courier collection.

Process Cycle Time (PCT): Processing of documents received by mail/courier takes up to three working days upon receipt of complete documents and payment. Transactions which need further evaluation may be released beyond 72hrs and are subject to clarifications and/or submission of additional requirements. For walk-in transactions, documents are released on the same day with a PCT of 30 minutes to 1 hour.