



Embassy of the Republic of the Philippines  
**PHILIPPINE OVERSEAS LABOR OFFICE**  
LONDON

## NOTICE TO THE PUBLIC

### Revised Schedule of Fees and Documentary Requirements for POLO Services

#### I. FEES

Effective **01 February 2017**, the Philippine Overseas Labor Office (POLO) started implementing the following schedule of fees pursuant to DOLE Administrative Order No. 160, series of 2013, and DFA communication no. DFA Order No. UK-499-OUA-2016.

These rates are reviewed periodically and are subject to change depending on prevailing exchange rates.

##### A. Verification and Registration of Recruitment and Employment Documents

Figures are in British Pound Sterling and payable only in cash or postal money order made payable to POLO London.

- **£9.00** --- Verification of recruitment and employment documents involving the recruitment of **one** worker
- **£27.00** --- Verification of recruitment and employment documents involving the recruitment of **more than one** worker

##### B. OWWA Membership Contribution

Figures are in British Pound Sterling and payable only in cash or postal money order made payable to OWWA London.

- **£23.00** --- OWWA membership contribution which shall be valid for a period of two years

##### C. Overseas Employment Certificate (OEC)

Figures are in British Pound Sterling and payable only in cash or postal money order made payable to POLO London.

- **£2.00** --- OEC which shall be valid for 60 days

#### II. DOCUMENTARY REQUIREMENTS

The POLO requires the updated documentary requirements for verification pursuant to the Revised POEA Rules and Regulations Governing the Recruitment and Employment of Land based Filipino Workers of 2016, Revised POEA Rules and Regulations Governing the Recruitment and Employment of Filipino Seafarers 2016, and relevant POEA Governing Board Resolutions and Memorandum Circulars as uploaded in the POEA website. Please refer to the updated checklist of requirements.