

**ADVISORY NO. 02A-2021**

**REQUIREMENTS FOR CONTRACT VERIFICATION OF DOMESTIC WORKERS HIRED THROUGH TADBEER CENTERS**

1. UAE Domestic Labour Contract signed by Domestic Worker and Employer;
2. Annex to the UAE Domestic Labour Contract;
3. Addendum to the UAE Domestic Labour Contract signed by Domestic Worker, Employer, Philippine Recruitment Agency and UAE Tadbeer Agency;
4. Passport and/or Emirates ID copy of the Employer;
5. Signed passport copy of the Domestic Worker (Note: the Domestic Worker should be at least 23 years old); and
6. Entry Employment Permit of the Domestic Worker.

**VERIFICATION PROCEDURE**

1. Request for appointment with POLO through its website [www.polodubaiportal.org](http://www.polodubaiportal.org)
2. Submit documentary requirements to POLO (Room No. 10, ground floor) on the confirmed date and time of appointment.
  - Please note that only complete documents will be accepted. Incomplete documents will not be processed/evaluated.
  - Only duly authorized representative of the Tadbeer Center will be entertained. The representative should present an authorization letter and his valid Emirates ID.
3. POLO will issue an acknowledgement slip indicating receipt of documents and date of release
4. On the scheduled date of release, proceed to the cashier at Room 10 and pay AED40.00 for each individual contract verified (*cash payment only, no check or credit card payment*). An official receipt will be issued. The verified employment contract will be released only to the Tadbeer Center owner or his duly authorized representative.
  - If there is a matter for clarification or further compliance, processing will be deferred and the Tadbeer Center authorized representative will be notified accordingly.

For further details, please email [verifypolo@yahoo.com](mailto:verifypolo@yahoo.com) or call/send WhatsApp message to 054 371 2009.

28 March 2021

