



**PHILIPPINE OVERSEAS LABOR OFFICE**  
Dubai, United Arab Emirates

**POLO Dubai ADVISORY: GUIDELINES FOR PROCESSING OF TADBEER CENTERS APPLICATIONS**

Following the new operating hours of POLO Dubai and to address the applications in an efficient manner, POLO Dubai hereby establishes the following guidelines on the process of APPLICATION FOR CONTRACT VERIFICATION (TABDEER CENTERS):

1. All Tadbeer Centers are required to **submit a digital list of documents for submission following the prescribed template (hereto attached) via email to [poiodxb.verifytadbeer@gmail.com](mailto:poiodxb.verifytadbeer@gmail.com)**. Only those names/contracts indicated on the list shall be accepted. Tadbeer Centers must **submit the email at least one (1) day before their intended visit to POLO Dubai**.
2. For re-submission, **do not detach the compliance note** attached by the evaluator. Re-submitted documents shall be included in the advanced list submitted to POLO. **Note that there is no special queue for re-submitted documents and it will be processed based on the date of re-submission.**
3. Tadbeer Centers may now **submit individual contracts and J.O. related documents at Room 3, from 10:00AM to 12:00NN Monday to Friday. No submissions will be entertained outside of the allotted hours.**
4. The **release of approved documents will be at Room 10**, by the cashier. You will be notified by the verification unit once the documents are ready for released.
5. Tadbeer Centers are required to **submit a Monthly Deployment Report to POLO Dubai as part of their monitoring responsibility**. This shall be submitted not later than the fifth (5<sup>th</sup>) of the succeeding month. For example, the monthly report for January 2022 shall be emailed to POLO Dubai on or before 5 February 2022. Attached is the prescribed template for this report.

SERVICE	ROOM	TIME
SUBMISSION OF INDIVIDUAL CONTRACTS	Room 3	10:00AM – 12:00NN ONLY Advanced email copy of list is required
RETURN OF DOCUMENTS FOR COMPLIANCE	Room 3	10:00AM – 12:00NN ONLY
SUBMISSION OF JO RELATED DOCUMENTS	Room 3	10:00AM – 12:00NN ONLY
RELEASE OF APPROVED DOCUMENTS	Room 10	10:00 AM – 12:00NN ONLY

Further to POLO Advisory No. 05-2021, POLO Dubai reiterates that the following observations on the errors/deficiencies in the documents must be avoided:

FINDINGS & OBSERVATION	Recommendation
1. The sponsor's name in the contract and the visa does not match the attached passport and/or EID.	<p>POLO Dubai does not honor certification/justification letter indicating that the name in question is one and the same person.</p> <p>POLO Dubai requests the Tadbeer Centers to appropriately correct the name of the sponsor to reflect the English name as indicated on his/her official IDs. This update must be done officially, either at the Immigration Offices or through MOHRE.</p> <p>POLO Dubai reminds everyone that tampering or unauthorized editing of official documents are punishable under the UAE Law and is also considered as misrepresentation under the POEA Rules.</p>
2. The employer's passport number is not the same appearing in the attached passport.	If the sponsor has renewed his/her passport, attach copies of both and correct the information on the contract; or attach a copy of the valid Emirates ID of the sponsor.
3. The copy of the Emirates ID is not attached to verify the number in the contract especially if the passport number is not the same in the contract.	
4. The amount of at least AED 1,500 is not indicated as the Basic Salary and should not be zero (0) or the Basic Salary is less than the approved Job Order.	In cases wherein the MOHRE system only indicates zero (0) as basic salary, the sponsor must submit an Undertaking to process the amendment of the contract to reflect the 1500 AED basic salary once the worker arrives in UAE and that they will submit a corrected copy to POLO once available.
5. The signature of the employer is not the same as appearing in the employment contract and passport/Emirates ID	Comply as instructed.
6. Electronic/digital/stamp signature of Tadbeer Centers.	Comply as instructed.
7. The name of the worker is not written/indicated in the Addendum to the UAE Domestic Labour Contract; or the Attached Addendum to the UAE Domestic Labour Contract belongs to a different person.	Comply as instructed.
8. The details of the worker in the entry employment permit/visa do not match the worker's passport (name, date of birth, passport number)	Comply as instructed.

9. The validity of the employment permit/visa is nearly expiring upon submission/re-submission for the approval of the contract.	Comply as instructed.
10. Inactive/cancelled permit/visa before entry to the UAE	Comply as instructed.
11. Not meeting the minimum age for the worker; and	Comply as instructed.
12. Missing/incorrect pages of the contract and attachments	Comply as instructed.

POLO Dubai reserves the right to refuse receipt of documents found to have deficiency/ or incomplete requirements, whether during the first submission or during the re-submission.

These guidelines shall take effect on 17 January 2021.

For guidance.



*John Rio A. Bautista*  
**JOHN RIO A. BAUTISTA**  
 Labor Attaché

10 January 2022