

CHECKLIST OF REQUIREMENTS

AGENCY HIRING

NOTE: SUBMIT IN TWO (2) SETS

1	Recruitment Agreement (see sample form) (signed/stamped all pages)
2	Job Order (JO) / Manpower Request (see sample form) a.) If No Visa issued, Available Visa Quota Detail b.) If Visa issued, Passport and Visa copy of Worker and MOHRE Job Offer or Company Offer Letter
3	Trade/Business License of the Principal/Company
4	Passport/Visa copy (for non-Emirati) of the owner/signatory of the Principal/Company
5	Company Profile (see sample form)
6	POEA license/Passport Copy of the Philippine Agency
7	Contingency Plan (see sample form)
8	Affidavit of Undertaking by the Principal/Company (see sample form)
9	Undertaking by the Principal/Company (see sample form)
10	Special Power of Attorney (see sample form)
11	Master Employment Contract (see sample form) (signed/stamped all pages)
12	ADDENDUM - Employment Contract (see sample form)
13	Other documents as required a.) Pictures of Company/accommodation of workers, if provided by the company.

Note: Please arrange the documents according to the list.

INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED.

INSUFFICIENT SUBMISSIONS SHALL BE RETURNED FOR COMPLIANCE.