

CHECKLIST OF REQUIREMENTS

DIRECT HIRING OF WORKER FROM THE PHILIPPINES

NOTE: SUBMIT IN TWO (2) SETS

1	Employment Contract (see sample form) - <i>signed and stamped on all pages</i>
2	ADDENDUM - Employment Contract (see sample form)
3	Business License of the Principal/Company
4	Company Profile (see sample form)
5	Passport Copy/Emirates ID and Visa (for non-Emiratis) of the Employer
6	Contingency Plan (see sample form)
7	Affidavit of Undertaking (see sample form)
8	Undertaking by the Principal/Company (see sample form)
9	Passport Copy and Visa Copy of the Worker
10	Company/MOHRE/MOL /Free Zone Job Offer
11	Company/Principal Undertaking on the Provision of Medical Insurance Coverage to Prospective Worker
12	Other documents as may deemed necessary: a.) Pictures of Company and Accommodation (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.