



AGENCY HIRE

Checklist of Requirements

This checklist is applicable to companies hiring workers with minimum basic wage (exclusive of allowances) of AED 1,500.00 through the assistance of a licensed Philippine Recruitment Agency (PRA).

- 1. RECRUITMENT AGREEMENT** (Must be stamped and signed on all pages)
- 2. JOB ORDER / MANPOWER REQUEST**
 - ✓ If visa has been issued: Worker's Passport & Visa copy, & MOHRE/Company Job Offer
 - ✓ If visa has not been issued: Available Visa Quota Detail
- 3. COMPANY'S TRADE/BUSINESS LICENSE**
- 4. COMPANY OWNER/SIGNATORY'S PASSPORT/EMIRATES ID** (For Emiratis), or **COMPANY OWNER/SIGNATORY'S PASSPORT, EMIRATES ID, & VISA** (for Non-Emiratis)
- 5. PRA'S POEA LICENSE & OWNER'S PASSPORT COPY**
- 6. MASTER EMPLOYMENT CONTRACT** (Must be stamped and signed on all pages)
- 7. ADDITIONAL REQUIREMENTS**
 - ✓ **COMPANY PICTURES** (office/work area, with company signage and logo)
 - ✓ **ACCOMMODATION PICTURES** (with exact location address, if company provided) – bedroom, bathroom, kitchen, dining area

For Transfer of Accreditation

- 1) TERMINATION/REVOCATION OF ACCREDITATION OF EXISTING PRA**
- 2) NEW PRA'S AFFIDAVIT OF ASSUMPTION OF RESPONSIBILITY**
- 3) CERTIFICATE OF NO PENDING CASE FROM THE ADJUDICATION OFFICE**

For Multiple Accreditation

- 1) AFFIDAVIT OF UNDERTAKING FOR MULTIPLE ACCREDITATION**

- ALL DOCUMENTARY REQUIREMENTS MUST BE SUBMITTED IN **TWO SETS**. Please arrange the documents according to their order in the list.
- For representatives, appropriate authorization letter and EID copy will be required.
- **Incomplete documents will not be accepted.**

**Pursuant to POEA Memorandum Circular No. 16, Series of 2022*