



PHILIPPINE OVERSEAS LABOR OFFICE
Dubai, United Arab Emirates

ADVISORY NO. 02-2021

POLO VERIFICATION OF ACCREDITATION DOCUMENTS OF FOREIGN PLACEMENT AGENCIES (TADBEER CENTERS) HIRING DOMESTIC WORKERS TO THE UNITED ARAB EMIRATES

Pursuant to POEA Memorandum Circular No. 06, Series of 2021 – Guidelines on the Resumption of Deployment of Domestic Workers to the United Arab Emirates, Foreign Placement Agencies (Tadbeer Centers) in Dubai & Northern Emirates hiring domestic workers and intending to apply for accreditation with the Philippine Overseas Employment Administration (POEA) shall submit the following requirements for verification by the Philippine Overseas Labor Office in Dubai & Northern Emirates.

Requirements for Verification of Accreditation Documents:

1) Recruitment Agreement (RA)

Attachments:

- passport copy of the owner signatory of the Philippine Recruitment Agency (PRA);
- passport copy of the owner signatory of the foreign placement agency (Tadbeer Center)

2) Job Order (JO)/Manpower Request

3) Model Employment Contract - UAE Domestic Labour Contract, Annex to the Domestic Labour Contract & Addendum to the UAE Domestic Labour Contract;

4) Photocopy of valid commercial registration and/or business license of the Foreign Placement Agency (Tadbeer Center);

5) Profile of the Foreign Placement Agency (Tadbeer Center) to include information on business activities, no. of years in operation, volume/size of current labor force;

6) Photocopy of the POEA license of the Philippine Recruitment Agency (PRA);

7) Undertaking by the Foreign Placement Agency (Tadbeer Center) to monitor the employment of Filipino domestic workers and to submit a report of significant incidents relative thereto;

8) Contingency Plan; and

9) Other documents as may deemed necessary.





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Verification Procedure:

- 1) Request for appointment with POLO through its website 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 a valid Emirates ID.
- 3) POLO will issue an acknowledgement slip indicating date of receipt of documents and date of release.
- 4) On the scheduled date of release, proceed to the cashier at Room 10 and pay the required fees. An official receipt will be issued. The verified documents 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 will be notified accordingly.

Schedule of Fees

Document	Processing Fee
Recruitment Agreement	AED 120.00
Job Order/Manpower Request	120.00
Model Employment Contract Unified UAE Domestic labor Contract, Annex, and Addendum	40.00
Photocopy of valid commercial registration and/or business/trade license of the Foreign Placement Agency (Tadbeer Center)	40.00
Undertaking by the FPA (Tadbeer Center)	40.00
Contingency Plan	40.00
Unified UAE Domestic Labor Contract (For Individual contract verification))	40.00
Other documents as may be required	40.00

Note: Cash payment only (no check or credit card payment)

For further details, please email verifypolo@yahoo.com or call/send WhatsApp message to 054 371 2009.

28 March 2021

