



DIRECT HIRE

Checklist of Requirements

SKILLED WORKERS

This checklist is applicable to companies hiring professionals or highly skilled workers with minimum basic wage (exclusive of allowances) of AED 4,000.00. Hiring companies must have no record of prior hiring of Overseas Filipino Workers through a licensed Philippine Recruitment Agency.

- 1. STANDARD EMPLOYMENT CONTRACT** (Must be stamped and signed on all pages)
- 2. COMPANY TRADE/BUSINESS LICENSE**
- 3. EMPLOYER'S PASSPORT/EMIRATES ID** (For Emiratis)
EMPLOYER'S PASSPORT, EMIRATES ID, & VISA (for Non-Emiratis)
- 4. WORKER'S NEW VISA (ENTRY PERMIT) COPY**
- 5. WORKER'S PASSPORT COPY**
- 6. COMPANY/MOHRE/MOL/FREEZONE JOB OFFER**
- 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

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