



**PHILIPPINE CONSULATE GENERAL
(POLO – VANCOUVER)**

**Requirements for POLO Verification-DIRECT HIRING SYSTEM
Not Applicable to Caregivers, Light Duty Cleaners, Food Counter Attendants and Workers in the Agricultural Sector
(For Alberta, British Columbia, Saskatchewan, Yukon and North West Territories)**

Canadian Employers must be registered with the Philippine Overseas Employment Administration (POEA) when recruiting Filipino workers.

Documentary Requirements (Please provide 2 copies for each document)	
A. Business License/ Commercial Registration (Principal/Employer)	Copy of the valid business or commercial registration of the Principal/Employer
B. Government issued ID with photo and signature of the Principal/Employer,	Copy of any government-issued ID with picture and signature
C. Board or Company Resolution / Certificate of Incorporation	For an enterprise with multiple owners – Board or Company Resolution authorizing the signatory to the Job Order, Employment Contract and other related documents to represent and bind the company in the recruitment of Filipino workers (refer to downloadable form). For Sole Proprietors – Copy of Certificate of Registration/Notice of Articles showing the name of the Beneficial Owner.
D. Individual Employment Contract	Individual Employment Contract (if only 1 worker is needed per Job Order/Manpower Request). Signed and dated by the Principal/Employer on all pages. Minimum provisions of the employment contract should be equivalent to or higher than those required under Section 135 of the 2016 Revised POEA Rules or as stipulated under II.b of POEA Memorandum Circular No. 08, Series of 2018 .
E. Master Employment Contract	Master Employment Contract (if 2 or more workers per LMIA). Signed and dated by the Principal/Employer on all pages. Minimum provisions of the employment contract should be equivalent to or higher than those provided under Section 135 of the 2016 Revised POEA Rules or as stipulated under II.b of POEA Memorandum Circular No. 08, Series of 2018 .
F. Addendum to the Employment Contract	Signed and dated by the Principal/Employer or duly authorized representative (refer to downloadable form).
G. Affidavit of Undertaking	Undertaking by the Principal/Employer alone to monitor the employment of OFWs and report to POLO any possible concerns (refer to downloadable form).
H. Labor Market Impact Assessment (LMIA)	Issued by ESDC/Service Canada for workers hired under the Temporary Foreign Workers Program (TFWP)
I. Confirmation of Nomination/Acceptance	For workers hired under the Provincial/Territorial Nominee Program
J. Registration under the Ministry of Economy (FWRISA)	For workers hired under Saskatchewan Immigration Nominee Program ONLY .
K. Passport	Copy of the Information Page of the passport of the worker
L. Visa	Copy of the visa issued to the worker
M. Employer's Profile	Business Profile. Must include but is not limited to the following – Name and address of company/employer, contact information, branches/franchises operated/owned, number of Filipinos employed in the past and the Employer's commitment to comply with and abide by all laws governing the employment of foreign workers.
N. Confirmation	Confirmation that the number of workers directly hired by the Employer shall not exceed five (5) since opening of its business (refer to downloadable form).
II. Fees (cash or postal money order or bank draft)	
Documents	POLO (Verification) per document
Business License/Commercial Registration	11.50
Individual Employment Contract	11.50
Master Employment Contract (2 or more workers/same category/ occupation)	34.50
2 separate PMOs/Bank drafts	Payable to the Philippine Overseas Labor Office
III. Filing	
A. Personal or Walk-In	Incomplete documents will not be accepted. Applicant must bring the documents to the Philippine Overseas Labor Office for verification at Suite 601-999 Canada Place, Vancouver, BC. Cash, postal money order or bank drafts are accepted as payment.
B. Mail	Provide a Canada Pre-paid Express Post Envelope. First-come-first-served basis. Incomplete documents will be returned without verification using the pre-paid express post envelope provided. Postal Money Order or Bank Draft are accepted as payment. First in, first out policy is strictly observed in the evaluation of documents for verification.

ESDC – Employment and Social Development Canada; FWRISA- Foreign Worker Recruitment and Immigration Services Act
 POEA – Philippine Overseas Employment Administration
 NB – Other documentary requirements under POEA Memorandum Circular No. 08, Series of 2018 shall be submitted directly to the POEA for evaluation without need for POLO verification.