AGENCY HIRE

(Foreign Recruitment Agencies hiring Domestic Workers/ Tadbeers)

CHECKLIST OF REQUIREMENTS

1. **JOB ORDER / MANPOWER REQUEST**
2. **RECRUITMENT AGREEMENT**
   - Attach Valid Company Trade License/ Business License
   - Attach Valid Passport Photocopy of Authorized Signatory (e.g. Owner, Partner, Manager, General Manager etc. as indicated in the Trade License)
   - If not signed the authorized signatory, attach Power of Attorney (POA) of Signatory from the owner with English Translation and the passport photocopy of the authorized signatory in the POA
   - Copy of License of Philippine Agency and Passport copy of Representative
3. **BLANK PH-UAE DOMESTIC WORKER EMPLOYMENT CONTRACT (including the Annex and the Addendum to the UAE Domestic Worker Contract)**
4. **UNDERTAKING OF FOREIGN RECRUITMENT AGENCY**
5. **CERTIFICATION/ LETTER OF DESIGNATION OF A WELFARE DESK OFFICER (WEDO)**
   - **Attach Copy of Passport and visa of the WEDO**
   - **Attach affidavit of undertaking for the WEDO**

ADDITIONAL REQUIREMENTS:

For Transfer of Accreditation:
1. Termination of Recruitment Agreement
2. Notarized Affidavit of Assumption of Responsibility
3. Certificate of No Pending Case from DMW Adjudication Office

For Multiple Accreditation:
1. Affidavit of Undertaking for Multiple Accreditation
2. Letter of Request for a Certificate of No Pending Case

Note:
- All requirements should be original.
- All should be in company letterhead.
- All pages should be duly signed and stamp by the company and the Philippine Recruitment Agency

Procedures:
1. Submit the complete document for checking and evaluation.
2. Site visitation of the office and accommodation is required
3. The Labor Attaché will decide if approved for processing. The applicant will be notified for any compliance needed.
4. Once approved, the applicant will be advised to make necessary payment.