



Embassy of the Philippines
MIGRANT WORKERS OFFICE

Abu Dhabi, United Arab Emirates

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Website: <https://poloabudhabi.weebly.com/hiring-filipino.html>



Contract Verification

(For Domestic Workers Hired through DMW Registered Tadbeer Centers)

CHECKLIST OF REQUIREMENTS

1. VALID UAE DOMESTIC LABOUR CONTRACT

- ✓ **UAE Domestic Labour Contract** signed by Domestic Worker, Employer and the UAE Tadbeer Center with minimum basic wage of at least AED 1,500 or per approved Job Order.
- ✓ **Annex to the UAE Domestic Labour Contract** signed by the Employer and the UAE Tadbeer Center.

2. ADDENDUM TO THE EMPLOYMENT CONTRACT signed by the Employer and the UAE Tadbeer Center.

3. VALID PASSPORT AND EMIRATES ID OF THE EMPLOYER

Note: Additional visa copy if not UAE citizen

4. SIGNED PASSPORT COPY OF THE DOMESTIC WORKER

Note: The domestic worker must be at least 24 years old

5. ENTRY EMPLOYMENT PERMIT OF THE DOMESTIC WORKER

Note: The entry permit must be at least valid FOR 1 month at the time of submission to MWO

ADDITIONAL REQUIREMENT:

- ✓ **For PRIVATE DRIVER:** Copy of the Comprehensive Car Insurance and the Addendum to the Contract for Private Driver

- ALL DOCUMENTARY REQUIREMENTS MUST BE SUBMITTED IN TWO SETS, along with a TRANSMITTAL SHEET.
- Only the REGISTERED REPRESENTATIVES may submit the application.
- Incomplete documents will not be accepted.
- Acceptance of application may be DEFERRED or TEMPORARILY SUSPENDED due to pending cases, failure to submit required reports or failure to meet any obligation arising from case conference/ SENA at the Case management Unit.