

MWO ABU DHABI CONTRACT VERIFICATION REQUIREMENTS FOR BALIK PROFESSIONAL/SKILLED WORKER (Workers with Company Visa)

1. Two (2) sets/copies of valid/updated Employment Contract (**READABLE, CLEAR and DULY SIGNED** by both Employer and Employee)

a. If visa is with a private company (usually a 2-year visa):

- Ministry of Human Resources and Emiratization (MOHRE) contract (MB as starting code)

b. If visa is with a government office, free zone, Abu Dhabi Global Market (ADGM), Public Joint-Stock Company (PJSC) or those not within the scope of MOHRE:

- Internal or Company Contract and Employment Certificate with Salary dated within the month and an Offer Letter/Document if the company cannot provide an employment contract; or,
- MWO Standard Employment Contract (downloadable on the website) if the company cannot provide an employment contract.

c. If visa is 10-year period (Golden Visa):

- MOHRE or Company contract (whichever is applicable as mentioned above) and employment certificate with salary dated within the month.

2. Three (3) copies of valid Residence Visa OR three (3) copies of valid electronic residence visa (downloadable from the UAE Pass and/or ICP UAE mobile applications).

3. Three (3) copies of valid Emirates ID OR three (3) copies of valid electronic Emirates ID (downloadable from the ICP UAE mobile applications).

4. Three (3) copies of valid Passport.

5. Original Passport and Visa and worker's personal Appearance at POLO will be required if the worker is in U.A.E.

6. Additional documents for the following cases:

a. If the worker's **Visa is not Abu Dhabi or Al Ain** but working in the company's branch in Abu Dhabi:

- Employment certificate with salary, to be issued by the Visa Sponsor duly stamps and signed by the Visa Sponsor and the Abu Dhabi Branch, stating the complete address of the location of the SAME COMPANY (Branch) where the worker is assigned within Abu Dhabi. Otherwise, worker may get an appointment at MWO Dubai through <https://www.polodubaiportal.org/>.

- Trade License of the Dubai Company and the Trade License of the Abu Dhabi Branch

b. If the worker's **Salary is below the minimum requirement** (1500 AED for skilled workers and 3500 AED for Nurses), submit either of the following:

- Employment Certificate with salary stating the actual salary, allowances and other compensation and benefits that the worker is receiving; or,
- Pay slip, duly signed by an authorized company representative and with company stamp.

c. If the **Worker is already in the Philippines:**

- Copy of the Philippine Arrival Stamp/E- Gate Sticker or Boarding Pass of departure from the U.A.E.;

- Authorization Letter of the worker to the person who will submit the documents in his behalf; and,

- Photocopy of valid ID of the person authorized by the worker concerned.

d. If worker's position in the **visa is sea-based but is actually working land-based**:

- Employer-issued explanation letter on the reason why the visa is sea-based but the actual duties of the worker is land-based only and stating the actual functions of the worker.

e. If the **Employer Name on the Visa and the Contract are not the same**:

- Trade License of both companies to establish that they are one and the same company or Certification or Letter from the Visa Sponsor stating the link between the two companies.
- Salary Certificate from the Visa Sponsor

MWO MAY REQUEST ADDITIONAL DOCUMENTS WHEN NECESSARY FOR THE VERIFICATION PROCESS.

Note:

• Sea-based workers, who are actually working sea-based (e.g. Seaman by profession) should have their documents processed at the Sea-based office in the Philippines.

• Contract verification is not applicable for non-employment visas such as Investor, Dependent visas (e.g. Wife, Husband, Student, etc.).