



Embassy of the Philippines
Migrant Workers Office
Wellington, New Zealand



VERIFICATION SHEET FOR DIRECT EMPLOYER

Date Received: _____

Direct Employer: _____

Philippine Recruitment Agency: _____

Requirements	Verification Fee (NZD)
1. Request Letter/Cover Letter	
2. Job Order	
3. Job/Position Description (if required)	
4. Visa Guarantee Letter	
5. Special Power of Attorney (all pages should be duly signed and stamped)	
6. Recruitment Agreement (all pages should be duly signed and stamped)	
7. Standard/Master Employment Contract/Addendum (all pages should be duly signed and stamped)	
8. Apostilled Certificate of Incorporation/Business Registration/Business Permit	
9. Company Profile	
10. Photocopy of Employer's ID or authorized signatory	
11. Affidavit of Undertaking	
12. Contingency Plan	
13. Pictures of company office/shop	
14. Picture of company accommodation (if free accommodation is provided)	

NOTE: DO NOT PRINT BACK-TO-BACK

- A. For New Job Order NZD 70.00 for each verified document
Submit ALL Complete Set listed above
- B. For Additional Job Order NZD 70.00 for each verified document
Submit:
Original Copy of JO
Photocopies of previously verified / processed documents by MWO/DMW

Noted By:

ANTONIO M. MUTUC JR.

Labor Attaché