



Embassy of the Philippines
Migrant Workers Office
Wellington, New Zealand



VERIFICATION SHEET FOR FOREIGN PLACEMENT AGENCY

Date Received: _____

Direct Employer: (DE) _____

Foreign Placement Agency: (FPA) _____

Philippine Recruitment Agency: (PRA) _____

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

NOTE: DO NOT PRINT BACK-TO-BACK

- A. For New Job Order
Submit ALL Complete Set listed above
NZD70.00 for each verified document
- B. For Additional Job Order
Submit:
Original Copy of JO
Photocopies of previously verified/processed documents by MWO/DMW
NZD70.00 for each verified document

Noted By:


ANTONIO M. MUTUC, JR.
Labor Attaché