



Embassy of the Philippines  
**Migrant Workers Office**  
Wellington, New Zealand



TAHANAN NG OFW

**VERIFICATION SHEET FOR DIRECT EMPLOYER**

Date Received: \_\_\_\_\_

Direct Employer: \_\_\_\_\_

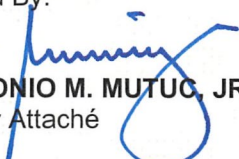
Philippine Recruitment Agency: \_\_\_\_\_

Requirements (NZD)	Verification Fee
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 or stamped)	
6. Recruitment Agreement (all pages should be duly signed or stamped)	
7. Standard/Master Employment Contract/Addendum (all pages should be duly signed or stamped)	
8. Certificate of Incorporation/Business Registration	
9. Certificate of INZ Employer's Accreditation	
10. Company Profile	
11. Photocopy of Employer's ID or authorized signatory	
12. Affidavit of Undertaking	
13. Contingency Plan	
14. Pictures of company office/shop	
15. 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