



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



**VERIFICATION SHEET FOR LABOUR HIRE(STAFFING/OUTSOURCING) COMPANY**

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

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

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

Requirements	Verification Fee (NZD)
1. Request Letter/Cover Letter	
2. Job Order	
3. List of Clients	
4. Manpower demand from client companies in support of JO	
5. Job/Position Description (if required)	
6. Visa Guarantee Letter	
7. Special Power of Attorney (all pages should be duly signed or stamped)	
8. Recruitment Agreement (all pages should be duly signed or stamped)	
9. Standard/Master Employment Contract/Addendum (all pages should be duly signed or stamped)	
10. Certificate of Incorporation/Business Registration	
11. Certificate of INZ Employer's Accreditation	
12. Company Profile	
13. Photocopy of Employer's ID or authorized signatory	
14. Affidavit of Undertaking	
15. Contingency Plan	
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