



Embassy of the Philippines
Migrant Workers Office
Wellington, New Zealand



**VERIFICATION OF EMPLOYMENT CONTRACTS FOR VACATIONING OFWs
FOR OEC ISSUANCE AND OWWA MEMBERSHIP**

For all Filipino **work visa holders** who:

1. Have changed employers while in New Zealand;
2. Entered New Zealand from countries other than the Philippines; or
3. Entered New Zealand on a visit, student, and other similar visas

Please be advised of the following:

1. You are required to secure from the Department of Migrant Workers (DMW) an Overseas Employment Certificate (OEC) and present it to the Immigration Officer in NAIA on the date of your return to New Zealand.
2. As a requirement for the issuance of an OEC and OWWA membership registration/renewal, you need to submit to the Migrant Workers Office (MWO) the following documents for verification:
 - a. Copy of your original Employment Contract (*signed by both employer and employee*);
 - b. Addendum **OR** Certificate of Insurance and Policy that provides repatriation and medical evacuation to the Philippines, in case of worker's death or serious illness. (*Please see the list of Philippine-based insurance providers on the next page*);
 - c. Copy of valid Work Visa;
 - d. Copy of your passport valid for at least 6 months before date of travel;
 - e. Copy of your recent pay slip;
 - f. Filled out Sinumpaang Salaysay;
 - g. Filled out OWWA OFW Information Sheet;
 - h. **NZD17.50** for contract verification and **NZD40.00** for OWWA membership renewal or registration;
 - i. If you submit the above documents via NZ Post, you will need to enclose a paid self-addressed return courier envelope **with tracking number sticker (yellow)**. This will be used to send back to you your verified documents. (*This is not needed if you will bring or submit your documents personally to our office*)
 - j. The documents should be sent to the address below:

Labor Attache ANTONIO M. MUTUC, JR.
MWO NEW ZEALAND
Level 1, 286 Thorndon Quay
Pipitea, Wellington
New Zealand 6011

Philippine Insurance companies that provide enhanced insurance for OFWs

Insurance Company	Official Website
1. Paramount Life & General Insurance Corporation	https://www.paramount.com.ph/
2. Fortune General Insurance Corporation	https://fgeninsurance.com/
3. Pioneer Insurance & Surety Corporation	https://pioneerinsurance.com.ph/
4. Oona Insurance Corporation	https://myoona.ph/
5. UCPB General Insurance Company Inc.	https://www.cocogen.com/
6. Stronghold Insurance	https://strongholdinsurance.com.ph/
7. Philippine British Assurance Company Inc.	https://www.philbritish.com/

Note: You will need to visit the insurer's official website to inquire and apply online.