

EMPLOYMENT CONTRACT PROCESSING

- This service is extended to Canadian employers who are hiring Overseas Filipino Workers (OFWs).
- The verification process basically ensures that the contract is in compliance with labor and immigration laws of Canada and the Philippines.
- Philippine Overseas Employment Administration (POEA) will not process the employment contract unless verified by Philippine Overseas Labor Office (POLO) Toronto.

I. REQUIREMENTS FOR PROCESSING OF EMPLOYMENT CONTRACTS

A. Live-in Caregiver from the Philippines

1. 2 copies of the Labour Market Opinion with annex and annex B (please include the copy of the Visa (2 copies) if LMO is already expired)
2. 2 copies of Quebec Certification of Acceptance (CAQ if you are from Quebec)
3. 2 copies of Confirmation de l'offre d'emploi temporaire(if you are from Quebec)
4. Certificate of Registration (from Manitoba Employment Standards Branch – if you are from Manitoba)
5. 2 copies of Employment Contract (downloadable form) signed in ink (please include the letter to Service Canada if there is a change in the address)
6. Addendum to the Employment Contract signed in ink (downloadable form)
7. Payment can be made in cash of CAD\$40.25 if you hand over the documents in person; if via courier, two bank drafts or money orders payable to the Philippine Consulate General in the amount of CAD\$28.75 and Philippine Overseas Labour Office in the amount of CAD\$11.50 or U\$10.00
8. Proof of purchase for the airfare as paid for by the employer (include copy of the invoice and itinerary)
9. Proof of purchase for the gap medical health coverage for 3 months of at least CAD\$50,000.00 coverage (include confirmation of coverage)
10. Photocopy of Canadian Employer's Identification (driver's licence, passport or any government issued ID)
11. Return envelope (XpressPost – regular size)

B. Skilled Workers (other than Live-in Caregiver)

1. 2 copies of Labour Market Opinion (LMO) with Annex (if expired, include 2 copies of visa)
2. Master Employment Contract signed in ink (employment location must be indicated)
3. Addendum to the Employment Contract signed in ink (downloadable form)
4. Proof of payment for the airfare paid by the employer
5. Proof of payment for the gap medical health coverage for 3 months (at least CAN\$50,000) paid by the employer
6. Photocopy of Canadian Employer's Identification (driver's license, passport or any government issued ID)
7. Return envelope (Xpress Post – regular size)
8. Certified true copy of business registration
9. Special Power of Attorney
10. Board Resolution
11. Manpower Request
12. Certificate of Registration issued by ECON (for employers from Saskatchewan)
13. Payment of processing fee can be made either in cash, bank draft or money order.

SCHEDULE OF FEES payable to:

	<u>Phil. Consulate General</u>	<u>Phil. Overseas Labor Office</u>
Employment Contract	CAD\$28.75	CAD\$11.50 or US\$10.00
Master Employment	CAD\$28.75	CAD\$34.50 or US\$30.00
Manpower Request	CAD\$28.75	CAD\$11.50 or US\$10.00
Special Power of Attorney	CAD\$28.75	CAD\$11.50 or US\$10.00
Business License	CAD\$28.75	CAD\$11.50 or US\$10.00

II. PROCEDURE

1. Send through any courier or submit personally (on a first come, first served basis) all the required documents to:
Philippine Overseas Labour Office (POLO)
801 – 161 Eglinton Avenue East
Toronto, ON M4P 1J5.

2. Effective 1 July 2013, a POLO staff will call to verify the veracity of the required documents within 2 working days upon submission of complete documents through courier or will interview you directly if you submit personally the said documents;
3. Processing time would be 2-4 working days (Verification 1-2 working days and Authentication 1-2 working days)
4. Processed documents will be sent back through courier (those with return envelope) or can be picked up personally at the POLO Office
5. Provide the employee in the Philippines the authenticated documents for him/her to secure exit clearance from POEA.

POLO will entertain an authorized representative of the employer who is a member of the Immigration Consultants of Canada Regulatory Council as well as an Immigration Lawyer.

POLO is not responsible for mailed employment documents that are late, lost, misdirected or postage due.

III. ADDITIONAL GUIDELINE

Registration of Canadian Principals based in Manitoba

All recruitment and employment documents shall be submitted to the POEA through the Philippine recruitment agency. Considering the government-backed recruitment by Manitoba employers who are registered and qualified by Manitoba authorities, the documentary requirements for registration such as the Special Power of Attorney / Letter of Authority, manpower request, copy of pre-approval LMO / e LMO or Approval of Application to the Provincial Nominee Program, copy of business license and Master Employment Contract shall not need verification by the Philippine Overseas Labor Office.

IMPORTANT NOTICE

POLO is reminding all concerned to submit their complete documents for verification.

Effective 1 July 2013, we will return without action all submissions for verification that are found to be incomplete in terms of documentary requirements and payment of fees.

“Incomplete” means not only lacking in the required documents but refers to those with inaccurate information or data given such as employment contracts and/or addendum without date, name and signature of the employer or the duly authorized representative, and contracts that do not contain basic provisions like the salary per hour (which must not be lower than that indicated in the LMO or that which is generally accepted in the industry if the skills category is LMO-exempt) and the frequency of payment (which must not be less than twice a month). It also refers to wrong or inaccurate payment of verification and authentication fees.

For more inquiries, you may contact POLO - Toronto

Tel. No. 416-9758252

Fax No. 416-9758277

Email Address: polotr@bellnet.ca