

## 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
2. 2 copies of the worker's Visa
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 by the employer (the employee can sign it later)
6. 2 copies of letter to Service Canada if there is a change in your address
7. 2 copies of Addendum to the Employment Contract signed in ink by the employer – the employee can sign it later (downloadable form)
8. Total payment in cash - CAD\$40.25. If bank draft or money order payment, CAD\$28.75 payable to PHILIPPINE CONSULATE GENERAL, and CAD\$11.50 or US\$10.00 payable to PHILIPPINE OVERSEAS LABOR OFFICE
9. Proof of purchase (invoice) for the airfare as paid for by the employer and itinerary
10. Confirmation of Coverage for 3 months medical health coverage of CAD\$50,000
11. Photocopy of Canadian Employer's Identification (driver's licence, passport or any Government issued ID)
12. Prepaid return envelope for the authenticated documents (XpressPost – regular size) or the employer may opt to pick up the authenticated documents

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

1. 2 copies of Labour Market Opinion (LMO) with Annex and Annex B
2. 2 copies of worker's visa
3. 2 copies of Master Employment Contract signed in ink by the employer – the worker can sign it later (employment location must be indicated)
4. 2 copies of Addendum to the Employment Contract signed in ink by the employer –the worker can sign it later (downloadable form)
5. Proof of payment for airfare as paid for by the employer
6. Proof of payment for the gap medical health coverage for 3 months (at least CAN\$50,000) paid by the employer
7. Photocopy of Canadian Employer's Identification (driver's license, passport or any government issued ID)
8. Return envelope (Xpress Post – regular size)
9. 2 copies of Certified true copy of commercial registration/business license
10. 2 copies of Special Power of Attorney
11. 2 copies of Board Resolution
12. Manpower Request
13. Certificate of Registration issued by ECON (for employers from Saskatchewan)
14. 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. Employer shall submit personally (on a first come, first served basis), and if residing outside Ontario, may send through courier 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 by phone to verify the veracity of the requirements upon submission through courier or interview the employer when submitting personally the said documents;
3. Processing time would be 4 working days (Verification 1-2 working days and Authentication 1-2 working days) after evaluation and interview;
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: [polotrt@bellnet.ca](mailto:polotrt@bellnet.ca)**