

REQUIREMENTS FOR PROCESSING OF EMPLOYMENT CONTRACT/DOCUMENT

I. Documentary Requirements

A. For 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. Photocopy of Canadian Employer's Identification (driver's licence, passport or any Government issued ID)
9. Prepaid return envelope for the authenticated documents (XpressPost – regular size) or the employer may opt to pick up the authenticated documents
10. Payment of CAD\$11.50 or US\$10.00 for verification fee and CAD\$28.75 for authentication fee.

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

1. 2 copies of Labour Market Opinion (LMO) with Annex and Annex B or Approval of Application to the Provincial Nominee Program / Certificate of Nomination, as appropriate
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. 2 copies of worker's visa
5. 2 copies of Master Employment Contract signed by the employer on all pages – which shall contain/provide the following minimum provisions:
 - Guaranteed wage for regular work hours and overtime pay, as appropriate which shall not be lower than the prescribed minimum wage in the host country or not lower than the appropriate minimum standards set forth in a

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bilateral agreement or international convention, if applicable, or not lower than the minimum wage in the country (NCR rate), whichever is highest

- Commencement of contract
 - Duration of contract
 - Number of regular work hours (maximum of 8 hours/day, 6 days/week)
 - Overtime rate for overtime work rendered
 - Free transportation to and from the worksite, or offsetting benefit
 - Free food and accommodation, or offsetting benefit
 - Vacation and Sick Leave
 - Just/authorized causes for termination of contract
 - Free emergency medical and dental services
 - Settlement of disputes
 - Repatriation of worker's remains in case of death
6. Photocopy of Canadian Employer's Identification (driver's license, passport or any government issued ID)
 7. Return envelope (Xpress Post – regular size)
 8. 2 copies of Certified true copy of commercial registration/business license
 9. 2 copies of duly notarized Special Power of Attorney a. from employer to 3rd party representative b. from 3rd party representative to partner Philippine agency
 10. 2 copies of Board Resolution
 11. Manpower Request – a. from employer to 3rd party representative b. from 3rd party representative to partner Philippine agency
 12. Certificate of Registration issued by ECON (for employers from Saskatchewan)
 13. Payment for processing fee which may be made only in cash, bank draft or money order.
(If mailed, bank draft or money order only)

II. Procedure

A. Personal Submission of Required Documents

1. Submit (on a first come-first serve basis) all the required documents stated above for **verification only** to Philippine Overseas Labor Office (POLO) located at 161 Eglinton Avenue East, Suite 801, Toronto, Ontario M4P 1J5.
2. POLO staff will check the completeness and veracity of the submitted documents. Incomplete documents will not be accepted and will be returned to the concerned employer.
3. The Consular Officer-in-Charge of Labor/Labor Attaché will interview the employer for verification.

4. After verification, the employer shall pay **exclusively the verification fee to POLO staff** who in turn will issue a corresponding Official Receipt. The only mode of payment for verification fee shall be in **cash, bank draft or money order**. (Note: **we will not accept any other forms of payment**) In case of the latter, it must be payable to the Philippine Overseas Labor Office.
5. The verified document will be returned to the employer with attached PCG stub.
6. To complete the processing of the employment document, the employer must submit (on a first come-first serve basis) the verified contract together with the payment in the form of cash, bank draft or money order specifically payable to Philippine Consulate General) for authentication fee directly to the Cashier of the Philippine Consulate General (PCG) at 160 Eglinton Avenue East, 7th/Flr. (another bldg. with red stripes across the street going to Yonge St.)
7. The employer will receive the receipt for authentication fee as well as the filled-up stub indicating the date to claim the processed document from the Cashier, PCG.
8. The processed document will be released by PCG after two working days upon submission.

The **original processed documents** should be sent by the employer through mail (preferably through courier) to the live-in caregiver in the Philippines in order for the latter to present the document to POEA as part of his/her compliance for exit clearance.

B. Submission through Mail of Required Documents

1. Submit all the required documents for verification of employment contract and/or documents together with the return envelope and payment **exclusively for verification fee to:**

Philippine Overseas Labor Office
161 Eglinton Ave East, Suite 801
Toronto, Ontario M4P 1J5

and payment for authentication fee specifically to:

Philippine Consulate General
160 Eglinton Avenue East, 7th/Flr
Toronto, Ontario M4P 3B5

2. The mode of payment for authentication and verification fees must only be in bank draft or money order (NOT CASH OR PERSONAL CHECK).
3. Incomplete documents shall be returned together with the fees to the employer using the return envelope attached therein. POLO staff may call or send email to the employer for further clarification.
4. Then, the complete documents are ready for verification of the Consular Officer-in –Charge for Labor/Labor Attaché.
5. The verified documents together with the Official Receipt for verification fee and the mailed payment for authentication fee will be passed-on to PCG.

6. The processed documents and the corresponding official receipts will be mailed by PCG to the employer 2 days upon receipt of the documents for authentication from POLO.

The **original processed document** should be sent through mail (preferably through courier) by the employer to the hired worker or to Philippine Recruitment Agency who in turn will go to POEA to present it as part of the requirements for the issuance of exit clearance.

SCHEDULE OF FEES

	Philippine Overseas Labor Office	Philippine Consulate General
Employment Contract	CAD\$ 11.50 or USD\$ 10.00	CAD\$ 28.75
Master Employment	CAD\$ 34.50 or USD\$ 30.00	CAD\$ 28.75
Manpower Request	CAD\$ 11.50 or USD\$ 10.00	CAD\$ 28.75
Special Power of Attorney	CAD\$ 11.50 or USD\$ 10.00	CAD\$ 28.75
Business License	CAD\$ 11.50 or USD\$ 10.00	CAD\$ 28.75

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

III. Additional Guideline

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 LMIA/E LMIA 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, and contracts that do not contain basic provisions like the salary per hour (which must not be lower than indicated in the LMIA or that which is generally accepted in

the industry if the skills 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 details about verification, you may contact POLO-Toronto

Tel No. 416-975-8252

Fax No. 416-975-8277

Email Address: polotr@bellnet.ca