

Required Documents	Initial Accreditation			Additional Job Order/ Manpower Request	New Job Order/ Manpower Request	Renewal of Accreditation
	Employer	Foreign Placement Agency	Dispatch/ Sourcing Company			
1. Recruitment Agreement , signed jointly in all pages by the both parties, duly notarized in Japan	√	√	√			√
2. Manpower request/job order indicating the position, the number of positions required and salary per position	√	√	√	√	√	√
3. Copy of Business/License Permit issued by the respective Ministry or the appropriate Japanese regulatory office exercising jurisdiction or authority over the occupational category, with an English translation duly certified as to its truthfulness and signed by the translator	√	√	√		√	√
4. Original Company Registration (tokibo tohon) taken within the last 3 months issued by the MOJ, or the latest proof of tax payment in the case of sole proprietorship, issued by the appropriate Japanese government agency with an English translation duly certified as to its truthfulness and signed by the translator	√	√	√		√	√
5. Master Employment Contract , using POEA standard employment contract, sign on all pages by the principal or his/her authorized representative	√	√	√		√	√
6. Copy of POEA License of PRA which is not expiring within 60 days from submission. If expiring, there must be a certification from POEA that an application for renewal has been submitted	√	√	√			√
7. Copy of Passport of the PRA president/authorized representative	√	√	√			√
8. Copy of Passport/government issued ID of the principal/employer president/authorized representative	√	√	√			
9. Company profile with brochures/flyers	√	√	√			
10. Contingency plan as may be applicable	√	√	√			
11. Other documents as may be required by POLO based on prevailing conditions or realities in Japan						
12. Business license or valid commercial registration of the actual employer hiring skilled OFWs, with an English translation duly certified as to its truthfulness and signed by the translator		√	√			
13. Master Employment Contract , using POEA standard employment contract, signed on all pages by the principal or his/her authorized representative		√	√			
14. Manpower request from the employer/client		√	√			
15. Service agreement between the FPA and the employer		√	√			
16. Affidavit of Undertaking of the FPA/employer to monitor the employment of OFWs and to submit a report of significant incidents relative thereto			√			
17. List of names and addresses of clients			√			
18. Service agreement between the company and the clients			√			
19. Copy of the previously-approved manpower request from the clients bearing the POLO and POEA stamps				√	√	√