

IMPORTANT REMINDERS:

1. POLO DOES NOT COLLECT FEES FOR THE VERIFICATION PROCESS.
2. Use **A4 SIZE bond paper** only.
3. Do not staple the documents, you may only use paper clip.
4. The documents should be arranged/organized following the checklist.
5. ALL details must be **ENCODED/TYPE-WRITTEN** (no ERASURES).
6. Signatures and Hanko must be ORIGINAL (E-signature is not acceptable)
7. POLO Tokyo **does not recognize third-party entities (brokers, immigration lawyers, or anyone not directly connected with the company)** when inquiring, submitting and follow-up of necessary documents.
8. Japanese companies are strictly required to directly coordinate or communicate with the authorized representative of the PRA. POLO may require proof of direct communication.
9. All documents in Japanese language shall be translated to English. All translation shall either have a certificate of translation or at least affix the name, signature and/or inkan of the person who translated the material.

	DOCUMENTARY REQUIREMENTS	STATUS	POLO REMARKS
1.	POLO Application Form (ORIGINAL) – Use/download POLO PROFESSIONAL/SKILLED Form 01		
2.	Manpower Request (ORIGINAL) addressed to PRA using POLO PROFESSIONAL/SKILLED Form 02		
3.	Master Employment Contract (ORIGINAL) using PROFESSIONAL/SKILLED Form 03 (for direct/dispatch) and PROFESSIONAL/SKILLED Placement Form 02 (for placement company) with detailed ‘Annex A List of Duties & Criteria’ and ‘Annex B Salary Breakdown’ <ul style="list-style-type: none"> • ALL pages must bear original signatures and hanko of the authorized Representatives of the Company and PRA • Details of the worker/employee is not yet required, leave it blank • Contains all POEA mandatory provisions. If the company has a standard contract, make sure to incorporate all POEA mandatory provisions. • NOTE: If the contract is not signed by the Company President/CEO. An Authorization Letter (SPA) must be submitted for this purpose. The Authorized signatory must be listed on the Tokibo Tohon. 		
4.	Recruitment Agreement (ORIGINAL) using PROFESSIONAL/SKILLED Form 04 with proof of direct communication between the PRA and Company (i.e. screenshot of zoom/skype teleconference) <ul style="list-style-type: none"> • ALL pages must bear original signatures and hanko the authorized Representatives of the Company and PRA • Should be notarized in JAPAN (kosho yakuba) • NOTE: The PRA signatory should be the person registered/reflected on the POEA database as the official representative. 		
5.	Clear Passport COPY (or any valid government-issued ID) of the Employer/Company Representative <ul style="list-style-type: none"> • Must be colored copy • If the contract is not signed by the Company President, provide passport copy of both the Company President and the Person designated to sign the documents • Copy of Residence Card is required for non-Japanese Company Representative • Provide English translation if government-issued ID is to be used 		
6.	Clear Passport COPY (or any valid government-issued ID) of the Official Representative of the PRA - Must be colored copy		
7.	COPY of the valid/renewed POEA license of the PRA – Must be colored copy		
8.	Company Profile (ORIGINAL) using PROFESSIONAL/SKILLED Form 05 (if details in the form are already included in the company brochure, then there’s no need to make company profile)		
9.	Full Company Registration/Tokibo Tohon (ORIGINAL) <ul style="list-style-type: none"> • ORIGINAL must be submitted (Japanese) taken within the last 3 months • Provide original English Translations bearing the name, signature and/or inkan of the translator. • If hired by a Sole Proprietorship Enterprises, submit the copy of Business permit with English translation and; Most recent tax declaration with English translation. • Additional for Restaurants/Hotels: Copy of Business Permit with original English translation bearing name, signature and/or inkan of the translator. • NOTE: Generally, Company should already be in full operation for at least one (1) year. Dispatch Company or Placement Company should already have at least 1 year experience in local dispatching or placement business (local workers within Japan). 		
10.	Company Brochure/Pamphlets/Flyers (ORIGINAL)		

Additional documentary requirements for DISPATCH COMPANY :			
	DOCUMENTARY REQUIREMENTS	STATUS	POLO REMARKS
DC1	Dispatch License – Copy of the Japanese license WITH English Translations (must bear the name, signature and/or inkan of the translator)		
DC2	List of Names and Addresses of clients – Using PROFESSIONAL/SKILLED Dispatch Form 01		
DC3	Manpower Request from the client company – Addressed to the Dispatch Company, should bear original signature/hanko Using PROFESSIONAL/SKILLED Dispatch Form 02 <ul style="list-style-type: none"> NOTE: Total number of workers should match the main Manpower Request 		
DC4	Notarized Basic Dispatch Agreement between Dispatch company and its client company <ul style="list-style-type: none"> With original signatures and hanko The Japanese and English translation should be notarized together in JAPAN (kosho yakuba) If in Japanese, provide English translation (with name&hanko of translator) 		

Additional documentary requirements for PLACEMENT AGENCY :			
	DOCUMENTARY REQUIREMENTS	STATUS	POLO REMARKS
FP1	License as Placement Company – Copy of the Japanese license WITH English Translations (must bear the name, signature and/or inkan of the translator)		
FP2	Manpower Request from the Direct Employer addressed to the Placement Company ORIGINAL) – Using PROFESSIONAL/SKILLED Placement Form 01		
FP3	Company Profile (ORIGINAL) of the Direct Employer with brochure/pamphlet- using PROFESSIONAL/SKILLED Form 05 (if details in the guide are already included in the company brochure, then there's no need to make company profile)		
FP4	Full Company Registration/Tokibo Tohoun (ORIGINAL) of the Direct Employer <ul style="list-style-type: none"> ORIGINAL must be submitted (Japanese) Provide English Translations bearing name, signature and/or inkan of the translator. If hired by a Sole Proprietorship Enterprises, submit the copy of Business permit with English translation and; Most recent tax declaration with English translation. Additional for Restaurants/Hotels: Copy of Business Permit with original English translation bearing name, signature and/or inkan of the translator. NOTE: Company should already be in full operation for at least 1 year. 		
FP5	Notarized Service Agreement between the Placement Company and the Direct Employer using PROFESSIONAL/SKILLED Placement Form 03 <ul style="list-style-type: none"> With original signatures and hanko of both authorized representatives of the Placement Company and Client Should be notarized in JAPAN (kosho yakuba) 		
FP6	Notarized Joint Affidavit of Undertaking and Assumption of Responsibility by the Placement Company and Direct Employer to monitor the OFWs and to submit a report of significant incidents relative thereto using PROFESSIONAL/SKILLED Placement Form 04 <ul style="list-style-type: none"> With original signatures and hanko Should be notarized in JAPAN (kosho yakuba) 		