

**INITIAL/RENEWAL OF ACCREDITATION**

<b>DOCUMENTARY REQUIREMENTS</b> <b>[Specified Skilled Workers 1 and 2]</b>		<b>REMARKS</b> (Put check here if complied)
1	Accomplished POLO Application Form	✓ Use <a href="#">POLO-SSW-Application Form 06-2019v1</a>
2	Business License/Permit	✓ ORIGINAL must be submitted (Japanese) ✓ English translations must bear the name, signature and/or inkan of the translator.
3	Company Profile	✓ Use the <a href="#">POLO-SSW-Form 02-2019v1</a> to include number of Filipinos working in the company whether full/part time; permanent residents, official representative, contact information, description of business and assets/financial standing and, list of Filipinos presently working with the Accepting Organization/Dispatch Company whether part or full-time using Use the <a href="#">POLO-SSW-Form 02A-2019v1</a> . If details in the guide are already included in the company brochure then there's no need to make company profile.
4.	For Companies: a. Company Registration (Tokibo Tohou)  For Sole Proprietorship /Small Enterprise: a. Business Permit  b. Latest tax payment receipt	✓ ORIGINAL taken within the last 3 months must be submitted (Japanese) ✓ English Translations must bear the name, signature and/or inkan of the translator  ✓ Copy must be submitted (Japanese) with English translation (must bear the name, signature and/or inkan of the translator) ✓ Copy must be submitted (Japanese) with English translation (must bear the name, signature and/or inkan of the translator)
5	List of tasks, duties and responsibilities and/or description of the occupational category to be performed by Filipinos with Specified Skills	✓ Include explanation and proof of the salaries actually received by the Japanese workers performing similar work using <a href="#">POLO-SSW-Form 01B-2019v1</a>
6	Recruitment Agreement	✓ With original signatures of the Sending Organization and Accepting Organization on ALL pages ✓ Should be notarized in JAPAN ✓ Should contain all minimum provisions required by POEA ✓ ( <a href="http://poea.gov.ph/agency/files/recr_agreement.pdf">http://poea.gov.ph/agency/files/recr_agreement.pdf</a> )
7	Copy of the valid POEA license of the Sending Organization, identification page of the Passport of the owner of the Sending Organization and the authorized representative of the Accepting Organization	✓ Must be colored copy ✓ Authorized representative of the Accepting Organization must be an officer, owner or employee; in case the signatory is not the owner or President, a Special Power of Attorney
8	Manpower Request/Job Order	✓ Indicate positions, the number of positions required and salary per position using <a href="#">POLO-SSW-Form 01-2019v1</a>
9	Master Employment Contract, Written Employment Conditions and Payment of Wages	✓ With original signatures of the Accepting Organization and Sending Organization on ALL pages (Details of the worker/employee is not yet required, leave it blank) ✓ If the contract is not signed by the Company President/CEO, submit Authorization Letter (SPA) signed by the Company President giving signing authority to the person who signed the contract ✓ Use <a href="#">POLO-SSW-Form 04-2019v1</a>
10	Salary Scheme	✓ Indicating the Basic Monthly Salary; Approximate Deductions; Take Home/Net Pay and Other Benefits as may be applicable ✓ Use <a href="#">POLO-SSW-Form 01A-2019v1</a>
11	Official Standard Salary Scale of Company with Company Seal/Hanko	
12	Company Brochure/Pamphlets/Flyers	

**NOTE: Electronic signatures are not acceptable**