

INITIAL/RENEWAL OF ACCREDITATION

| DOCUMENTARY REQUIREMENTS<br>[Specified Skilled Workers 1 and 2] |  |  | REMARKS<br>(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)<br>✓ 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:<br>a. Company Registration (Tokibo Tohoun)<br><br>For Sole Proprietorship /Small Enterprise:<br>a. Business Permit<br><br>b. Latest tax payment receipt                                   | ✓ ORIGINAL taken within the last 3 months must be submitted (Japanese)<br>✓ English Translations must bear the name, signature and/or inkan of the translator<br><br>✓ Copy must be submitted (Japanese) with English translation (must bear the name, signature and/or inkan of the translator)<br>✓ 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<br>✓ Should be notarized in JAPAN<br>✓ Should contain all minimum provisions required by POEA<br>✓ ( <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<br>✓ 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)<br>✓ 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<br>✓ 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<br>✓ 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**