**NATIONAL STRATEGIC SPECIAL ZONE (NSSZ)**

**CHECKLIST OF REQUIREMENTS**

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| 1. **For Accreditation of Employment Agencies (EAs) and Specified Organizations (SpOs):**
 |
|  | Notarized Special Power of Attorney (SPA) issued by a duly authorized representative of the EA to the Philippine Recruitment Agency (PRA) |  |
|  | Notarized Recruitment Agreement entered into between the duly authorized representative of the EA with the owner/authorized representative of the Philippine Recruitment Agency |  |
|  | Notarized Joint Affidavit of Undertaking between the EA and SpO *(SpOs that are authorized to act as EA by the MHLW are not required to submit the “Joint Affidavit of Undertaking”)* |  |
|  | Original Company Registration (Tokibo Tohon) of the EA and SpO |  |
|  | Copy of Business Permit issued to the EA by the Ministry of Health, Labor and Welfare (MHLW) for the recruitment and placement business specifically stating that the Filipino HSWs are covered in the program |  |
|  | Copy of Business Permit (Tokuteikikan Kijun Tekigou Tsuchisho) issued to the SpO by the Third Party Management Council in the concerned NSSZ approved by the Prime Minister stating that the SpO is authorized to recruit Filipino HSWs; |  |
|  | Copy of the document submitted to the Third Party Management Council by the SpO as proof that the Filipino HSWs shall be paid same as the Japanese counterparts in that company; |  |
|  | Manpower request from the EA to the PRA indicating the number of vacancies and salary rate/month detailing Gross Pay, Deductions and Net Pay signed and stamped with the official seal by the duly authorized representative of the EA; |  |
|  | Job order from the SpO to the EA (in case SpO is not an authorized EA) duly signed and stamped with the official seal of the authorized representative of the SpO; *(SpOs that are authorized to act as EA by the MHLW are not required to submit the “Job Order)* |  |
|  | [The “Employment Contract for Project to Accept Foreigners Conducting Housekeeping Services in National Strategic Special Zones](https://polotokyo.dole.gov.ph/wp-content/uploads/2019/07/Japan-contract.docx) with [Addendum to the Employment Contract](https://polotokyo.dole.gov.ph/wp-content/uploads/2019/07/NZZS-AddendumHSW.docx) complying with the minimum Standard Employment provisions of both Philippines and Japan signed and stamped with the official seal of the SpO authorized Representative; |  |
| **NOTE:** * 1. *All documents in Japanese must have English translation bearing name and signature of the translator*
	2. *All documents must be original, unless otherwise stated*
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| 1. **For Verification Additional SpOs (New) by accredited /registered EAs at the POLO/POEA**
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|  | Duly notarized in Japan, [Joint Affidavit of Undertaking](https://polotokyo.dole.gov.ph/wp-content/uploads/2019/07/NSSZ-AffidavitFRA-HSW.docx) between the EA and SpO; |  |
|  | Company Registration (Tokibo Tohon) of the SpO; |  |
|  | Copy of Business Permit (Tokuteikikan Kijun Tekigou Tsuchisho) issued to the SpO by the Third Party Management Council in the concerned NSSZ approved by the Prime Minister stating that the SpO is authorized to recruit Filipino HSWs; |  |
|  | Copy of the document submitted to the Third Party Management Council by the SpO as proof that the Filipino HSWs shall be paid same as the Japanese counterparts in that company; |  |
|  | Manpower request from the EA to PRA indicating the number of vacancies and salary rate/month detailing Gross Pay, Deductions and Net Pay signed and stamped with the official seal by the duly authorized representative of the EA; |  |
|  | Job order from the SpO to the EA duly signed and stamped with the official seal by the authorized representative of the SpO; |  |
|  | Master Employment Contract with Addendum to the Employment Contract that complies with the minimum standard employment provisions of both Philippines and Japan signed and stamped with the official seal by the authorized Representative of the SpO |  |
| **NOTE:** * 1. *All documents in Japanese must have English translation bearing name and signature of the translator*
	2. *All documents must be original, unless otherwise stated*
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| 1. **For Accredited /Registered SpOs**authorized as**EAs operating in multiple strategic zones**
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|  | Copy of Business Permit issued to the EA by the Ministry of Health, Labor and Welfare (MHLW) for the recruitment and placement business stating the Filipino HSWs are covered in the program in the specified strategic zone; |  |
|  | Copy of Business Permit (Tokuteikikan Kijun Tekigou Tsuchisho) issued to the SpO by the Third Party Management Council in the concerned NSSZ approved by the Prime Minister stating that the SpO is authorized to recruit Filipino HSWs; |  |
|  | Copy of the document submitted to the Third Party Management Council by the SpO as proof that the Filipino HSWs shall be paid same as the Japanese counterparts in that company; |  |
|  | Manpower request from the EA to PRA indicating the number of vacancies and salary rate/month detailing Gross Pay, Deductions and Net Pay signed and stamped with the official seal by the duly authorized representative of the EA; |  |
|  | Master Employment Contract with Addendum to the Employment Contract complying with the minimum Standard Employment provisions of both Philippines and Japan signed and stamped with the official seal by the authorized Representative of the SpO; |  |
| **NOTE:** * 1. *All documents in Japanese must have English translation bearing name and signature of the translator*
	2. *All documents must be original, unless otherwise stated*
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| 1. **Verification of Individual Contracts once the Japan Employment Agency has been Accredited with POLO and Registered with POEA through its Partner Philippine Recruitment Agency:**
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|  | Accomplished Application Form [“POLO-Tokyo Form NSSZ-2019 v1”](https://polotokyo.dole.gov.ph/wp-content/uploads/2019/09/Application-for-Verification-NSSZ-Individual-Contract.docx); |  |
|  | Copy Certificate of Eligibility (COE) from the Japanese Immigration; |  |
|  | Passport Copy of the Household Worker; |  |
|  | Complete set of Individual Employment Contract with original signatures; |  |
|  | Copy of approved Master Employment Contract; |  |
|  | Copy of valid Business Permit issued to the EA by the Ministry of Health, Labor and Welfare (MHLW) for the recruitment and placement business stating the Filipino HSWs are covered in the program in the specified strategic zone |  |
| **NOTE:** * 1. *All documents in Japanese must have English translation bearing name and signature of the translator*
	2. *All documents must be original, unless otherwise stated*
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