**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. All documents in Japanese language shall be translated to English. All translations shall either have a certificate of translation or at least affix the name, signature and/or inkan of the person who translated the material.

**PROFESSIONAL/SKILLED VISA CATEGORY**

**(Initial Accreditation)**

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| **DOCUMENTARY REQUIREMENTS** | | **STATUS** | **POLO REMARKS** |
|  | **Application Form (ORIGINAL)** – Use/download MWO PROFESSIONAL/SKILLED Form 01 |  |  |
|  | **Manpower Request (ORIGINAL)** addressed to PRA using POLO PROFESSIONAL/SKILLED Form 02 |  |  |
|  | **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’**   * 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 incorporates 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. |  |  |
|  | **Recruitment Agreement (ORIGINAL)** using PROFESSIONAL/SKILLED Form 04. ALL pages must bear original signatures and hanko the authorized Representatives of the Company and PRA   * Should be notarized in JAPAN (kosho yakuba) * The PRA signatory should be the person registered/reflected on the POEA database as the official representative. |  |  |
|  | **Clear Passport copy** (or any valid government-issued ID) of the Employer/Company Representative   * 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 |  |  |
|  | **Clear Passport Copy** (or any valid government-issued ID) of the Official Representative of the PRA |  |  |
|  | **Copy of the valid PRA license** |  |  |
|  | **Full Company Registration/Tokibo Tohoun (ORIGINAL)**   * 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. * 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). |  |  |

**Additional documentary requirements for**

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| **DISPATCH COMPANY**: | | | |
| **DOCUMENTARY REQUIREMENTS** | | **STATUS** | **POLO REMARKS** |
| DC1 | **Dispatch License –**Copy of the Japanese license with English Translation (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 0 |  |  |
| DC4 | **Notarized Basic Dispatch Agreement between Dispatch company and its client company**   * 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) |  |  |

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| **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 | **Full Company Registration/Tokibo Tohoun (ORIGINAL) of the Direct Employer**   * 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. |  |  |
| FP4 | **Notarized Service Agreement between the Placement Company and the Direct Employer**using PROFESSIONAL/SKILLED Placement Form 03   * With original signatures and hanko of both authorized representatives of the Placement Company and Client * Should be notarized in JAPAN (kosho yakuba |  |  |
| FP5 | **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   * With original signatures and hanko * Should be notarized in JAPAN (kosho yakuba) |  |  |

**PROFESSIONAL/SKILLED CATEGORY**

**(Renewal of Accreditation)**

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| **DOCUMENTARY REQUIREMENTS** | | **STATUS** | | **POLO REMARKS** | |
|  | **Application Form (ORIGINAL)** – Use/download MWO PROFESSIONAL/SKILLED Form 01 | |  | |  | |
|  | **Manpower Request (ORIGINAL)** addressed to PRA using POLO PROFESSIONAL/SKILLED Form 02 | |  | |  | |
|  | **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’**   * 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 incorporates 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. | |  | |  | |
|  | **Recruitment Agreement (ORIGINAL)** using PROFESSIONAL/SKILLED Form 04. 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. |  | |  | |

**Additional documentary requirements for**

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| **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 ( For new clients) |  |  |
| DC3 | **Manpower Request from the client company *–***Addressed to the Dispatch Company, should bear original signature/hanko *Using*PROFESSIONAL/SKILLED Dispatch Form 02   * **NOTE:** Total number of workers should match the main Manpower Request |  |  |
| DC4 | **Notarized Basic Dispatch Agreement between Dispatch company and its client company**   * 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) (For new clients) |  |  |

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| **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 | **Notarized Service Agreement between the Placement Company and the Direct Employer**using PROFESSIONAL/SKILLED Placement Form 03   * With original signatures and hanko of both authorized representatives of the Placement Company and Client * Should be notarized in JAPAN (kosho yakuba) |  |  |
| FP4 | **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   * With original signatures and hanko * Should be notarized in JAPAN (kosho yakuba) |  |  |