**CHECKLIST OF REQUIREMENTS FOR INDIVIDUAL CONTRACT**

1. Accomplished Application Form “POLO-Tokyo
2. Copy of Certificate of Eligibility (COE) from the Japanese Immigration
3. Copy of passport valid of the worker for at least six (6) months from the date of intended departure
4. Individual Employment Contract with Addendum with original signatures
5. Copy of verified and registered manpower request/job order
6. Copy of verified and registered Master Employment Contract
7. Copy of the Accreditation