**TYO-SSW FORM NO. 2019-INT**

**INITIAL/RENEWAL OF ACCREDITATION**

|  |  |
| --- | --- |
| **DOCUMENTARY REQUIREMENTS****[Specified Skilled Workers 1 and 2]** | **REMARKS****(Put check here if complied)** |
| 1 Accomplished MWO Application Form | * *Use* ***[MWO-SSW-Application Form 06](https://drive.google.com/drive/u/0/folders/1hfoBp1sfypQVe2fQJ2EeY8KMmmc604_P)-2019v1***
 |  |
| 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* ***[MWO-SSW-Form 02-2019v1](https://drive.google.com/drive/u/0/folders/1hfoBp1sfypQVe2fQJ2EeY8KMmmc604_P)*** *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* ***[MWO-SSW-Form 02A-2019v1](https://drive.google.com/drive/u/0/folders/1hfoBp1sfypQVe2fQJ2EeY8KMmmc604_P)***. *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 Tohoun) For Sole Proprietorship /Small Enterprise: a. 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* ***[MWO-SSW-Form 01B-2019v1](https://drive.google.com/drive/u/0/folders/1hfoBp1sfypQVe2fQJ2EeY8KMmmc604_P)***
 |  |
| 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*
* *(<http://poea.gov.ph/agency/files/recr_agreement.pdf>)*
 |  |
| 7 Copy of DMW license of the Sending Organization, together with the passport identification page of its official representative, and the passport identification page of Accepting Organization’s authorized representative | * *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* ***[MWO-SSW-Form 01-2019v1](https://drive.google.com/drive/u/0/folders/1hfoBp1sfypQVe2fQJ2EeY8KMmmc604_P)***
 |  |
| 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 ***[MWO-SSW-Form 04-2019v1](https://drive.google.com/drive/u/0/folders/1hfoBp1sfypQVe2fQJ2EeY8KMmmc604_P)***
 |  |
| 10 Salary Scheme | * *Indicating the Basic Monthly Salary; Approximate Deductions; Take Home/Net Pay and Other Benefits as may be applicable*
* *Use* ***[MWO-SSW-Form 01A-2019v1](https://drive.google.com/drive/u/0/folders/1hfoBp1sfypQVe2fQJ2EeY8KMmmc604_P)***
 |  |