



Embassy of the Philippines
MIGRANT WORKERS OFFICE

Doha, Qatar

**REQUIREMENTS FOR A COMPANY TO HIRE FILIPINO WORKERS
 THROUGH PHILIPPINE'S PRIVATE RECRUITMENT AGENCIES (PRAs)**

A. FOR NEW JOB ORDER - ACCREDITATION:

I. Identify the Philippine agency that will be accredited to the company in the recruitment of Filipino workers. Visit this link to view the directory of Philippine agencies: **at <https://www.dmw.gov.ph/licensed-recruitment-agencies>** click "License Status of Recruitment Agencies".

II. Prepare the following documents to be submitted to Migrant Workers Office in (MWO) Qatar for verification:

1. **APPLICATION FORM FOR ACCREDITATION**
2. **JOB ORDER/ MANPOWER REQUEST** - *Should be attested by the Qatar Chamber of Commerce*
3. **VISA APPROVAL** *copy in English*
4. **SPECIAL POWER OF ATTORNEY (SPA)** – *Attested by Qatar Chamber of Commerce*
5. **MODEL EMPLOYMENT CONTRACT (MEC)**–
 - *Must be in compliance with the Department of Migrant Workers (DMW) prescribed employment contract.*
 - *All pages must be signed by the authorized signatories (agency rep and company rep); and stamped with the company seal and agency seal*

Addendum to the contract *(specific for drivers)*
Letter Guarantee,
Contingency Plan
6. **RECRUITMENT AGREEMENT**
 - *All pages must be signed by the authorized signatories (agency rep and company rep); and stamped with the company seal and agency seal..*
7. **JOINT AFFIDAVIT OF UNDERTAKING** – *re. monitoring conditions of OFWs and submission of report to POLO/MWO*
8. **COMMERCIAL REGISTRATION** – *English copy printed from the Ministry's system*
9. **TRADE LICENSE** - *Have it translated into English. Submit the English and Arabic version*
10. **LABOUR LICENSE** (**only for Manpower companies/ Foreign Recruitment Agencies*)
11. **MINISTRY OF HEALTH LICENSE** – with Official English translation (for health and medical sector including nursing agencies)
12. **ESTABLISHMENT (COMPUTER) CARD of the Company**
13. **QATAR ID copy of the authorized signatory**
14. **POEA LICENSE** of the Philippine Agency; and **PASSPORT COPY** of the Philippine Agency's owner
15. **Photos of establishment (inside and outside), and blue plate; photos of accommodation for OFWs accommodation and blue plate.** .

Note: . Template of the forms are available for download at: <https://www.polodoha.com/> click **DOWNLOADABLE FORMS** click **PRAs**

- III. An advance copy of the documents may be sent to email address poloqatar.company.verif@gmail.com for MWO's initial evaluation.
- IV. Book an appointment online through <https://poloqatarverif.setmore.com> and submit the original documents to MWO located at **Ground Floor Bldg 24, Jawaan St. 808 Region 39 Al Saad Doha** with Tel no. **77304853**. Incomplete documents will not be accepted.
- V. **PROCESSING TIME:**
 - **Full JO Accreditation (new and renewal) – 7-10 days**
 - **Additional Job Order 2-3 days**



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VI. VERIFICATION FEES:

Request for one worker only (full jo) : - 240.00 QR plus 40.00 QR for each additional doc

Request for more than one worker (full jo) : 720.00 QR plus 40.00 QR for each additional doc.

*Payment should be made in **CASH**.*

B. ADDITIONAL DOCUMENTS

FOR DUAL OR MULTIPLE ACCREDITATION

- Affidavit of Undertaking (Dual/Multiple)
- Cert of No pending Case issued by the POLO. Note: The company should submit a letter requesting for the certification addressed to the POLO.

FOR RENEWAL OF ACCREDITATION

- Letter requesting for Renewal of accreditation and confirmation on the validity of SPA and Recruitment Agreement

C. REQUIREMENTS FOR ADDITIONAL JOB ORDER

- Job Order Letter . Use the prescribed form. No need for an attestation by the Chamber of Commerce
- Copy of the approved visa
- Copy of the previously approved JO
- Copy of valid CR, license and computer card
- Copy of WPS of Filipino Workers in the company.