

EMPLOYMENT CONTRACT PROCESSING

- This service is extended to Canadian employers who are hiring Overseas Filipino Workers (OFWs).
- The verification process basically ensures that the contract is in compliance with labor and immigration laws of Canada and the Philippines.
- Philippine Overseas Employment Administration (POEA) will not process the employment contract unless verified by Philippine Overseas Labor Office (POLO) Toronto.

I. REQUIREMENTS FOR PROCESSING OF EMPLOYMENT CONTRACTS

A. *Live-in Caregiver from the Philippines*

(Nos. 1-4 with photocopy; Nos. 5-6 in 2 sets)

1. Labor Market Opinion (LMO) with Annex A and Annex B (if expired, include copy of the visa)
2. Quebec Certification of Acceptance (CAQ if you are from Quebec)
3. Confirmation de l'offre de'emploi temporaire (if you are from Quebec)
4. Certificate of Registration (from Manitoba Employment Standard Branch – if you are from Manitoba)
5. Employment Contract Template –downloadable form (if there is a change in the address, include the letter to Service Canada)
6. Addendum to the Employment Contract signed in ink (downloadable form, can be secured in Philippine Overseas Labor Office (POLO))
7. Proof of payment for the airfare paid by the employer (at least 6-8 weeks booking upon submission of complete requirements; attach copy of the invoice and itinerary)
8. Proof of payment for the gap medical health coverage for 3 months (at least CAN\$50,000 coverage)
9. Photocopy of Canadian Employer's Identification (driver's license, passport, any government issued identification)
10. Return envelope (Xpress Post – regular size)
11. Payment of processing fee:
 - a) Cash – CAN\$40.25
 - b) Bank drafts or Money Orders addressed to:
CAN\$28.75 – Philippine Consulate General
CAN\$11.50 or US\$10.00 – Philippine Overseas Labor Office

B. Skilled Workers (other than Live-in Caregiver)

(Nos. 1-2 with photocopy; No. 3 in 2 sets)

1. Labour Market Opinion (LMO) with Annex (if expired, include visa)
2. Employment Contract (if there is a change in the address, include the letter to Service Canada)
3. Addendum to the Employment Contract signed in ink (downloadable form)
4. Proof of payment for the airfare paid by the employer
5. Proof of payment for the gap medical health coverage for 3 months (at least CAN\$50,000) paid by the employer
6. Photocopy of Canadian Employer's Identification (driver's license, passport or any government issued identification)
7. Return envelope (Xpress Post – regular size)
8. Certified true copy of business registration
9. Payment of processing fee
 - a) Cash – CAN\$40.25
 - b) Bank drafts or Money Orders addressed to:
CAN\$28.75 – Philippine Consulate General
CAN\$11.50 or US\$10.00 – Philippine Overseas Labor Office

II. PROCEDURE

1. Send through any courier or submit personally (on a first come, first serve basis) all the required documents including the Addendum to the Employment Contract* and the CIC Live-in Caregiver Employee-Employer Contract Template* to:
Philippine Overseas Labour Office (POLO)
801 – 161 Eglinton Avenue East
Toronto, ON M4P 1J5.

*Forms are downloadable in PCG website or can be secured from POLO

2. Effective 1 July 2013, a POLO staff will call to verify the veracity of the required documents within 2 working days upon submission of complete documents through courier or will interview you directly if you submit personally the said documents;
3. Processing time would be 2-4 working days (Verification 1-2 working days and Authentication 1-2 working days)
4. Processed documents will be sent back through courier (those with return envelope) or can be picked up personally in POLO.

5. Provide the employee in the Philippines the processed documents for him/her to secure exit clearance from POEA.

POLO will entertain an authorized representative of the employer who is a member of the Immigration Consultants of Canada Regulatory Council as well as an Immigration Lawyer.

POLO is not responsible for mailed employment documents that are late, lost, misdirected or postage due.

IMPORTANT NOTICE

POLO is reminding all concerns to submit their complete documents for verifications.

Effective 1 July 2013, we will return without action all submissions for verification that are found to be incomplete in terms of documentary requirements and payment of fees.

“Incomplete” means not only lacking in the required documents but refers to those with inaccurate information or data given such as employment contracts and/or addendum without date, name and signature of the employer or the duly authorized representative, and contracts that do not contain basic provisions like the salary per hour (which must not be lower than that indicated in the LMO or that which is generally accepted in the industry if the skills category is LMO-exempt) and the frequency of payment (which must not be less than twice a month). It also refers to wrong or inaccurate payment of verification and authentication fees.

For more inquiries, you may contact POLO - Toronto

Tel. No. 416-9758252

Fax No. 416-9758277

Email Address: polotr@bellnet.ca