

## Exemption on the Ban on Direct Hiring

August 4, 2025 [Uncategorized](#)

### IMPORTANT REMINDERS:

MWO-TOKYO DOES NOT COLLECT FEES FOR THE VERIFICATION PROCESS.

1. Process Cycle Time is 10 – 15 working/business days
2. Use **A4 SIZE** bond paper
3. Do not staple the documents; you may only use paper clips.
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 the Japanese language shall be translated into 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.

### ***DOWNLOADABLE***

**FORMS:** [https://drive.google.com/drive/folders/1jd4Ue7boVgP1LmgYXSG-gF3RhQuA5527?usp=drive\\_link](https://drive.google.com/drive/folders/1jd4Ue7boVgP1LmgYXSG-gF3RhQuA5527?usp=drive_link)

### **Checklist of Requirements**

1. Application Form for Application for Exemption on the Ban on Direct Hiring
  - Use the prescribed template
2. Original Standard Employment Contract
  - Use the prescribed template
3. List of Duties & Responsibilities of the worker **AND** List of Criteria/Qualifications Required for the position
  - Use the prescribed template
4. Salary Breakdown
  - Use the prescribed template
5. OFW Mandatory Insurance policy or certificate
6. Copy of a valid visa **OR** Certificate of Eligibility (COE)

### **EMPLOYEE DETAILS**

7. Copy of a valid passport of the worker
  - Must be at least six (6) months from the date of intended departure

8. Detailed curriculum vitae/resume of the employee with signature
9. Professional Regulation Commission (PRC) license or TESDA National Certificate, if any
10. Certified true copy of college diploma **AND** Transcript of Records (TOR) issued by the University/College
11. Employment certificates issued to the employee by his/her previous employers
12. Notarized statements on how the worker secured his/her employment
  - Must be notarized in the Philippines

#### **COMPANY DETAILS**

13. **FOR CORPORATION ONLY:** Company Registration (Tokibo Tohoun) with English Translation

**FOR SOLE PROPRIETOR ONLY:** Business Permit **AND** Tax Certificate with English Translation

NOTE: Original must be submitted (Japanese) with English translation bearing the name, signature and/or inkan of the translator

14. Copy of passport or any valid government-issued ID of the Employer

– English translation bearing the name, signature, and inkan/hanko of the  
translator

MWO Tokyo トップページ Recent New の August 4, 2025 の記事より転載しました。

アットコンシェル

2025 年 8 月 25 日