

	DOCUMENTARY REQUIREMENTS	STATUS	POLO REMARKS
1	<b>POLO Application Form (ORIGINAL)</b> – Use/download <a href="#">POLO-SKILLED-Application Form 02</a>		
2	<b>Manpower Request (ORIGINAL)</b> addressed to PRA and containing necessary details as shown in POLO sample document- <a href="#">Download Sample here</a>		
4	<b>Salary Scheme (ORIGINAL)</b> – Indicating the Basic Monthly Salary; Approximate Deductions; Take Home/Net Pay and Other Benefits as may be applicable (use/download <a href="#">POLO-SKILLED-Form01-2019v1</a> )		
	<b>List of Duties &amp; Responsibilities of the worker AND List of Criteria/Qualifications Required for the position (ORIGINAL)</b> – Use/download the <a href="#">POLO-SKILLED-Form 02-2019v1</a> <ul style="list-style-type: none"> <li>• DUTIES – Actual work assignment/duties of the worker, should be specific/detailed</li> <li>• CRITERIA/QUALIFICATIONS – Such as academic requirement, skills/expertise needed, number of work experience needed, age requirement, etc.</li> </ul>		
5	<b>Master Employment Contract (ORIGINAL)</b> <ul style="list-style-type: none"> <li>• With original signatures and hanko on ALL pages of the authorized Representatives of the Company and PRA</li> <li>• Details of the worker/employee is not yet required, leave it blank</li> <li>• Contains all POEA mandatory provisions. If the company has a standard contract, make sure to incorporate all POEA mandatory provisions.</li> <li>• <b>NOTE:</b> If the contract is not signed by the Company President/CEO. An Authorization Letter (SPA) must be submitted for this purpose. The Authorized signatory must be listed on the Tokibo Tohon.</li> <li>• For <b>DIRECT Employer &amp; DISPATCH Company</b> (download <a href="#">POLO-SKILLED-PRADirect-2019v1</a>)</li> <li>• For <b>PLACEMENT Company</b> (download <a href="#">POLO-SKILLED-PRAPlacement-2019v1</a>)</li> </ul>		
6	<b>Recruitment Agreement (ORIGINAL)</b> <ul style="list-style-type: none"> <li>• With original signatures and hanko on ALL pages of the authorized Representatives of the Company and PRA</li> <li>• Should be notarized in JAPAN (kosho yakuba)</li> <li>• Should contain all minimum provisions required by POEA (<a href="http://poea.gov.ph/agency/files/recr_agreement.pdf">http://poea.gov.ph/agency/files/recr_agreement.pdf</a>)</li> <li>• <b>NOTE:</b> The PRA signatory should be the person registered/reflected on the POEA database. Any person other than this will not be accepted.</li> <li>• Japanese companies are strictly required to directly coordinate or communicate with the authorized representative of the PRA. POLO may require proof of direct communication (such as teleconference).</li> </ul>		
7	<b>Passport COPY (or any valid government-issued ID) of the Employer/Company Representative</b> <ul style="list-style-type: none"> <li>• Must be colored copy</li> <li>• If the contract is not signed by the Company President, provide passport copy of both the Company President and the Person who signed the contract</li> <li>• Copy of Residence Card is required for non-Japanese Company Representative</li> <li>• Government-issued ID must have English translation</li> </ul>		
8	<b>Passport COPY (or any valid government-issued ID) of the Official Representative of the PRA</b> <ul style="list-style-type: none"> <li>• Must be colored copy</li> </ul>		
9	<b>COPY of the valid POEA license of the PRA – Must be colored copy</b>		
10	<b>Company Profile (ORIGINAL)</b> – Use/download <a href="#">POLO-SKILLED-Form 03-2019v1</a> (if details in the guide are already included in the company brochure then there's no need to make company profile)		
11	<b>Company Registration/Tokibo Tohon (ORIGINAL)</b> <ul style="list-style-type: none"> <li>• ORIGINAL must be submitted (Japanese) taken within the last 3 months</li> <li>• Provide original English Translations bearing the name, signature and/or inkan of the translator.</li> <li>• If hired by a Sole Proprietorship Enterprises, submit the copy of Business permit with English translation and; Most recent tax declaration with English translation.</li> <li>• <b>Additional for Restaurants/Hotels:</b> Copy of Business Permit with original English translation bearing name, signature and/or inkan of the translator.</li> <li>• <b>NOTE:</b> Generally, Company should already be in full operation for at least 1 year <b>Dispatch Company or Placement Company</b> should already have at least 1 year experience in local dispatching or placement business (local workers within Japan)</li> </ul>		
12	<b>Company Brochure/Pamphlets/Flyers (ORIGINAL)</b>		