



Embassy of the Philippines
PHILIPPINE OVERSEAS LABOR OFFICE
Doha, Qatar

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

A. FOR NEW APPLICATION FOR 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: <http://www.poea.gov.ph/> → click “Verification of Status of Recruitment Agencies”.
- II. Prepare the following documents to be submitted to POLO Qatar for verification:
 1. **JOB ORDER/ MANPOWER REQUEST**
 - *Contains the number of workers to be hired, their actual position, basic salary, and other benefits, as per Qatar Labour Law*
 - *Attested from Qatar Chamber of Commerce and Ministry of Foreign Affairs*
 2. **VISA APPROVAL**
 3. **SPECIAL POWER OF ATTORNEY (SPA)**
 - *Attested from Qatar Chamber of Commerce and Ministry of Foreign Affairs*
 4. **MODEL EMPLOYMENT CONTRACT**
 5. **LETTER GUARANTEE**
 6. **CONTINGENCY PLAN**
 7. **RECRUITMENT AGREEMENT** between the Company and the Agency
 8. **COMMERCIAL REGISTRATION**
 - *Attested from Qatar Chamber of Commerce and Ministry of Foreign Affairs*
 9. **TRADE LICENSE**
 10. **LABOUR LICENSE** (*only for Manpower companies/ Foreign Recruitment Agencies)
 11. **ESTABLISHMENT (COMPUTER) CARD** of the Company
 12. **COMPANY OWNER/ SPONSOR'S IDENTIFICATION (QID copy)**
 13. **POEA LICENSE** of the Philippine Agency
 14. **PASSPORT COPY** of the Philippine Agency's owner

Note:

- a. Template of the forms are available for download at: <https://www.polodoha.com.ph/> → click **DOWNLOADABLE FORMS** → click **PRAs**
- b. All documents should be submitted in English/ or attached with an English translation document issued by official translation companies;
- c. All letters/ contracts/ agreements to be printed on the company letterhead, with all pages signed by the sponsor/employer authorized signatory;
- d. Incomplete documents will not be accepted;
- e. Cash payment only upon receipt of approved documents