

## NOTICE TO THE PUBLIC

The public is hereby advised that the Philippine Overseas Labor Office (POLO) of the Philippine Embassy in Australia no longer accepts bank transfers as mode of payment for services related to verification of employment contracts, issuance of Overseas Employment Certificate (OEC) and OWWA Membership . Only payments made through cash, money order and manager’s checks are accepted. This is in compliance to the auditing rules and regulations of the Philippine Commission on Audit.

### POLO SERVICES

	<b>OWWA Membership</b>	<b>Overseas Employment Certificate</b>	<b>Verification of Employment Contract</b>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• accomplished OFW Information Sheet, downloadable from <a href="http://www.philembassy.org.au">www.philembassy.org.au</a></li> <li>• Copy of the working visa, or work permit;</li> <li>• Copy of bio-data page of passport, and the page showing the “departure” and “arrival” stamp of the respective immigration authorities in the Philippines and port of entry in the worksite country</li> <li>• A pre-paid, self-addressed envelope.</li> </ul>	<ul style="list-style-type: none"> <li>• accomplished OFW Information Sheet, downloadable from <a href="http://www.philembassy.org.au">www.philembassy.org.au</a></li> <li>• Copy of the working visa, or work permit;</li> <li>• Copy of bio-data page of passport, and the page showing the “departure” and “arrival” stamp of the respective immigration authorities in the Philippines and port of entry in the worksite country</li> <li>• Copy of employment contract, or certificate of employment or payslip</li> <li>• A pre-paid, self-addressed envelope.</li> </ul>	<ul style="list-style-type: none"> <li>• accomplished OFW Information Sheet, downloadable from <a href="http://www.philembassy.org.au">www.philembassy.org.au</a></li> <li>• Copy of bio-data page of passport, and the page showing the “departure” and “arrival” stamp of the respective immigration authorities in the Philippines and port of entry in the worksite country</li> <li>• Copy of the working visa, or work permit;</li> <li>• Copy of employment contract</li> <li>• A pre-paid, self-addressed envelope.</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Accident, disability &amp; life insurance</li> <li>• Repatriation services</li> <li>• Trainings, livelihood &amp; other reintegration programs for OFW and families</li> </ul>	<ul style="list-style-type: none"> <li>• Exemption from payment of airport terminal fee and travel tax</li> </ul>	<ul style="list-style-type: none"> <li>• EC is compliant with AU standards</li> <li>• Higher level of social protection</li> <li>• Inclusion in the database of OFWs in Australia</li> </ul>
<b>Cost</b>	A\$25.00	A\$ 5.00	A\$ 18.00
<b>Payment Mode</b>	Cash, Money Order, Manager’s Check		

For further inquiries:

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