

**For the Labor Outreach on 11 – 12 September 2021:**

**Requirements for Employment Contract Verification:**

1. *Employment contract (with English translation, free translation will do) – original and 1 photocopy*
2. *Data page of Worker's passport – 2 photocopies*
3. *Residence card of Worker (front and back)- 2 photocopies*
4. *Residence card of the Employer or data page of passport of the employer (front and back) if domestic employee/Business Certificate (e.g. Kbis) if working for a company - 2 photocopies*
5. *Most recent pay slip or employment record or most recent payment of contribution to social security - 2 photocopies*

*Verification fee: 9 Euros*

**Requirements for OEC: (only for those who have previous OEC's issued and changed employer)**

1. *POLO Madrid – verified employment Contract*
2. *Data page of Worker's passport – 1 photocopy*
3. *Residence card of Worker (front and back)- 1 photocopy*
4. *Print out of the appointment from your active POPS BaM Account (<https://onlineservices.poea.gov.ph/OnlineServices/POEAOnline.aspx?ReturnUrl=%2fOnlineServices%2fMain%2fMyPOEADashboard.aspx>)*

*OEC fee: 2 Euros*