

**CHECKLIST FOR VERIFICATION
(Foreign Recruitment Agency)**

<input type="checkbox"/> Recruitment Agreement Between Principal and Philippine Recruitment Agency (PRA)
<input type="checkbox"/> Special Power of Attorney
<input type="checkbox"/> Job Order Directed to PRA indicating number of positions required and salary per position
<input type="checkbox"/> Manpower Request By Direct Employer/s to FRA indicating number of positions required and salary per position
<input type="checkbox"/> Master Employment Contract signed on all pages by the Direct Employer and the FRA
<input type="checkbox"/> Service Agreement By Direct Employer and FRA
<input type="checkbox"/> Valid POEA License of Philippine Recruitment Agency(PRA)
<input type="checkbox"/> Valid identification of PRA representative
<input type="checkbox"/> License to Operate as an Employment Agency From Host Country
<input type="checkbox"/> Business License or Commercial Registration of FRA and Direct Employer If not in English, a notarized English Translation must be provided
<input type="checkbox"/> Valid identification of authorized signatory of FRA and Direct Employer
<input type="checkbox"/> List of names and addresses of clients For Staffing/Outsourcing companies acting as Employer of workers
<input type="checkbox"/> Undertaking
<input type="checkbox"/> Contingency Plan

<input type="checkbox"/> Payment	OR NO. : _____
<input type="checkbox"/> Interview	Date : _____
<input type="checkbox"/> Ocular Inspection First time employers with requests of more than 10	Date : _____

REMARKS
