

Specified Skilled Workers (SSW) - Initial/Renew of Accreditation (Dispatch Company)

Name of Dispatch Company:

Name of Accepting Organization:

Name of Sending Organization:

DOCUMENTARY REQUIREMENTS	S	REMARKS
Application Form using SSW Form No. 06-2019V1 (Annex E)		
Copy of Business/License Permit issued by the respective Ministry or the appropriate Japanese regulatory office exercising jurisdiction or authority over the occupational category, with an English translation duly certified as to its truthfulness and signed by the translator		
Company profile to include number of Filipinos working in the company whether full/part time; permanent residents, official representative, contact information, description of business and assets/financial standing using SSW Form No. 02-2019V1 (Annex D) and list of Filipinos presently working with the Accepting Organization(AO)/Dispatch Company (DC) whether part/full time using SSW Form No. 02A-2019V1 (Annex D1)		
Original Company Registration (tokibo tohon) taken within the last 3 months issued by the MOJ, or the latest proof of tax payment in the case of sole proprietorship, issued by the appropriate Japanese government agency with an English translation duly certified as to its truthfulness and signed by the translator		
List of tasks, duties and responsibilities and/or description of the occupational category to be performed by the workers, with an explanation and proof of the salaries received by Japanese workers performing similar work using SSW Form No. 01B-2019V1 (Annex C2)		
Recruitment Agreement , using the POEA template, entered into by the AO or DC and the Sending Organization (SO) duly notarized in Japan		
Copy of the valid POEA license of the SO and the identification page of the passport of the owner		
Copy of the identification page of the passport of the owner or the authorized representative of the AO or DC who must be an officer or employee, in case the signatory is not the owner or the president, a Special Power of Attorney (SPA) for the purpose must be attached		
Manpower request/job order indicating the positions, number of positions required and salary per position using SSW Form No. 01-2019V1 (Annex C)		
Salary breakdown using SSW Form No. 01-2019V1 (Annex C1)		
Employment Contract (Annex B)		
Copy of dispatch license or permit issued by the MHLW with an with an English translation duly certified as to its truthfulness and signed by the translator		

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Continuation - Documentary Requirements

DOCUMENTARY REQUIREMENTS	S	REMARKS
List of names and addresses of clients using SSW Form No. 03-2019V1 (Annex G) bearing company hanko		
Manpower request/job order from the client indicating the positions, number of positions required and salary per position, using SSW Form No. 01-2019V1 (Annex C)		
Notarized basic dispatch service agreement between the DC and the client with an English translation duly certified as to its truthfulness and signed by the translator		
Employment condition statement prescribed by the MOJ with an English translation duly certified as to its truthfulness and signed by the translator using MOJ reference (Annex I)		
Other documents as may be required by POLO based on prevailing conditions or realities in Japan		