

## Technical Intern Training Program (TITP) – Renewal of Employment Contract (Individual)

[ ] TITP [ ] TITP Careworker

Name of Supervising Organization:

Name of Sending Organization:

Name of Implementing Organization:

DOCUMENTARY REQUIREMENTS	S	REMARKS
<b>Criteria of Job Category and Operation</b> issued by the MHLW, with an English translation bearing the name and signature of the translator		
<b>Draft Technical Plan</b> with an English translation bearing the name and signature of the translator		
<b>Technical Intern Offer (TIO)</b> indicating the positions, the number of positions and salary per position, using POLO TITP Form No. 2018-01		
<b>Employment Contract</b> for Technical Intern, using OTIT Reference Form 1-14		
<b>Employment Terms and Conditions with Attachment on Wage Payment</b> , using OTIT Reference Form 1-15		
<b>Addendum</b> to the Master Employment Contract, using POLO TITP Form No. 2018-02		
<b>Addendum</b> to the Employment Contract for Technical Intern Training for Care Worker Job Category using DOLE D.O. 188-B Form No. 2018-01		
Copy of Trainee's <b>Passport</b>		
Copy of Trainee's <b>visa or visa application</b>		
<b>Copy of previously verified employment documents</b>		
<b>Deployment List</b> (with prescribed format)		