



VACATIONING WORKERS BALIK MANGGAGAWA

CONTRACT VERIFICATION REQUIREMENTS MGA KAILANGAN PARA SA PAGVERIPEKA NG KONTRATA

VISA 18 / SKILLED WORKERS

1. ORIGINAL STANDARD EMPLOYMENT CONTRACT from PUBLIC AUTHORITY FOR MANPOWER (PAM) or COMPANY CONTRACT
2. ORIGINAL VALID PASSPORT - 1 Photo Copy
3. ORIGINAL VALID CIVIL ID - 1 Photo Copy
4. ETIMAD TAWQUIA - 1 Photo Copy
authorisadong pumipirma para sa kompanya/establisyemento
5. VALID EDEN AMAL - 1 Photo Copy

REMINDER : Numbers 3, 4, and 5 with English Translation

VISA 20 / DOMESTIC WORKERS

1. ORIGINAL STANDARD TWO PARTY EMPLOYMENT CONTRACT *(With signature of Employer & Worker)*
2. ORIGINAL VALID PASSPORT - 1 Photo Copy
3. ORIGINAL VALID CIVIL ID - 1 Photo Copy
4. VALID CIVIL ID OF EMPLOYER - 2 Photo Copy

STEPS FOR CONTRACT VERIFICATION OF BALIK MANGGAGAWA WORKERS

Step 1. DOWNLOAD

Access the [OFFICIAL POLO KUWAIT FB Page](#) and download the STANDARD TWO PARTY RECRUITMENT / EMPLOYMENT CONTRACT For VISA 20 DOMESTIC WORKERS.

For VISA 18: Bring the Standard Employment Contract (Public Authority for Manpower (PAM) format or Company Contract

Step 2. VERIFICATION

Proceed to POLO with the filled-up Standard Employment Contract and bring the COMPLETE REQUIREMENTS

Get a number from the guard at the entrance and queue for CONTRACT VERIFICATION

Step 3. PAYMENT OF FEES

Contract Verification	-	KD 3.250	Pag-Ibig	-	KD 20.000 / 2yrs
OWWA Membership	-	KD 8.000 / 2yrs	SSS Contributions	-	KD 8.000 / month

Step 4. ENCODING and RELEASE

OVERSEAS EMPLOYMENT CERTIFICATE (OEC) :

An Overseas Employment Certificate (OEC) must be secured by vacationing workers before they can come back to Kuwait. A Balik Manggagawa (BM) worker must present a valid contract VERIFIED by the Philippine Overseas Labor Office (POLO) in Kuwait and other proof of employment to get an OEC. All BM worker must register thru the [bmonline.ph](#) and set an online appointment at any preferred POEA office to get an OEC. A BM worker who has previous registration and was once issued OEC online must log-in to their BM Online accounts to secure their OEC Exemption. The OEC or OEC Exemption must be secured within 60 days from their flight back to Kuwait.

How to use the online system:

1. For **NEW USERS**, register in the system using your personal email account and click the **Sign Me Up** button. Open your email account and click the confirmation link.
2. Log-in as **Already Registered** user. Enter your last issued OEC number. If no record is found, set an online appointment.
3. If record is found, update your Personal Data, Contract Particulars and Beneficiaries as needed.
4. Click **Acquire OEC** or **Exemption** for online assessment. Enter flight date and confirm if returning to the same employer and jobsite.
5. If returning to the same employer and jobsite, the system will display a confirmation message indicating that you are exempted from securing the OEC and payment of processing fee.
6. If not, you will be redirected to the **Appointment Page**. Select your preferred Philippine Overseas Employment Administration (POEA) office and schedule for processing of OEC and payment.

مكتب العمل الفلبيني بالخارج (بولو)

للعاملة يرغبون قضاء الاجازة

المتطلبات لتصديق العقد	
مادة 18 / العمالة الماهرة	مادة 20 / للعمالة المنزلية
<p>1- اصل عقد العمل القياسي (نموذج الهيئة العامة للقوى العاملة أو عقد الشركة)</p> <p>2- اصل جواز السفر الصالح - 1 صورة</p> <p>3- اصل بطاقة المدنية الصالحة - 1 صورة</p> <p>4- اعتماد التوقيع: -1 صورة</p> <p>5- الاذن العمل الصالح - 1 صورة</p> <p>الملاحظة: الارقام 3 ، 4 ، و 5 مع الترجمة بالانجليزية</p>	<p>1- اصل العقد العمل الثنائي القياسي (مع توقيع الكفيل & العامل)</p> <p>2- جواز السفر الصالح - 1 صورة</p> <p>3- بطاقة المدنية الصالحة - 1 صورة</p> <p>4- بطاقة المدنية الصالحة للكفيل - 2 صورة</p>
خطوات لتصديق العقد	
<p>خطوة 1. الدخول الى صفحة الرسمية على الفيسبوك لمكتب العمل الفلبيني بالخارج و تنزيل العقد العمل الثنائي لمادة 20 العمالة المنزلية لمادة 18 احضار نموذج العقد العمل القياسي من O الهيئة العامة للقوى العاملة أو عقد العمل الشركة.</p> <p>خطوة 2. التصديق</p> <p>الحضور الى مكتب العمل الفلبيني بالخارج مع املاء العقد العمل القياسي و احضار كامل المتطلبات.</p> <p>الحصول على رقم من الحارس عند المدخل و الانتظار في الطابور لتصديق العقد.</p> <p>خطوة 3. دفع الرسوم</p> <p>تصديق العقد - 3,250 د ك</p> <p>عضوية أوقا - 8,000 د ك لستينين</p> <p>باجيبينك</p> <p>تأمينات الاجتماعية - 8,000 د ك شهريا</p> <p>20,000 د ك لستينين</p>	
خطوة 4. دخل البيانات و اصدار	
<p>يجب على العامل الحصول على شهادة التوظيف في الخارج قبل العودة الى الكويت. وعلى العامل في الاجازة احضار بعقد ساري المفعول المصدقة من مكتب العمل الفلبين بالخارج في الكويت واثباتات أخرى للعمل للحصول على الشهادة التوظيف . وعل كل العمالة يرغبون الاجازة تسجيل عن طريق bmonline.ph و حدد موعدا في اي مكتب تابع لادارة العمل الفلبين عبر البحار للحصول على شهادة العمل. يجب على العامل الذي سجل سابقا وتم اصدار الشهادة عبر الانترنت تسجيل الدخول الى حسابه عبر الانترنت للحصول على اعفاء من شهادة.</p> <p style="text-align: right;">كيفية استخدام النظام عبر الانترنت :</p>	
<p>1- للمستخدم الجديد يتم تسجيل في النظام باستخدام بريدك الالكتروني الشخصي وانقر فوق على زر التسجيل . افتح بريدك الالكتروني و انقر على رابط التأكيد.</p> <p>2- تسجيل الدخول كمستخدم مسجل . ادخل رقم آخر شهادة التوظيف تم اصدارها . اذا لم يتم العثور على سجل حدد موعد عن طريق الانترنت، اذا وجدت التسجيل حدث بياناتك الشخصية ، بيانات العقد و المستفيدين حسب الحاجة.</p> <p>3- اضغط حصول شهادة التوظيف او الاعفاء للتقييم عبر الانترنت. وادخل تاريخ الرحلة و التأكد اذا ترجع الى نفس الكفيل او مكان العمل.</p> <p>4- اذا ترجع الى نفس الكفيل او مكان العمل سيعرض النظام رسالة تأكيد تشير الى اعفائك من الحصول على الشهادة التوظف ورسومات التمرتبة لاصدارها.</p> <p>5- اذا لم يكن كذلك فسيتم اعادة توجيهك الى صفحة الموعد . اختر ادارتك العمل الفلبين عبر البحار المفضلة و ضع موعد لانجاز الشهادة التوظيف واستيفاء الرسوم.</p>	

Standard Two-Party Recruitment/Employment Contract (Male/Female Domestic Worker)

As of the following mentioned day _____ the parties agreed on the following:

- 1- Mr./Ms./Mrs _____ Nationality _____ Civil ID Number _____
Number of family members _____ Residence Type _____ Job Title _____ Home Address _____
_____ Phone number _____ (First Party/Employer)
- 2- Mr./Ms./Mrs _____ Nationality _____ Gender _____ Date of Birth _____
Job Title _____ Holder of passport number _____ (Second Party/Domestic Worker)

Preamble

Since the first party (Employer) wishes to recruit a domestic worker to work at his/her household, and the second party (Domestic Worker) wishes to work for the first party, it is agreed on the following:

First: The preamble is an integral part of this contract provisions and is bound to it.

Second: The first party acknowledge that he/she have read the Amiri decree Number 17 of the year 1959 concerning foreigner's residency and the decrees complied with it and decree Number 68 of the year 2015 concerning domestic workers and the decrees complied with it, and the commitment to all of the terms and items stated within.

Third: The first party (Employer) must commit to the following:

- 1- Providing an appropriate housing for the second party (Domestic Worker) equipped with all necessities and decent means of living.
- 2- Providing suitable food and clothes for the second party (Domestic Worker) in a way that ensures him/her adequate life, and is obligated to provide him/her with medical treatment and nursing by registering him/her in the health system applicable in the State of Kuwait pursuant to Law No. (1) of the year 1999.
- 3- Salary must be paid at the end of each Gregorian month starting from the first day of work and it should not be less than the designated amount initially signed by the second party (Domestic worker) on the contract, and the money transfer receipt is considered proof of receiving the salary.
- 4- Compensating the second party (Domestic Worker) in case of injury during work or because of it according to the provisions of Kuwait Civil Law.
- 5- Issuing a valid residency for the second party (Domestic Worker) for the duration of the contract in accordance with Amiri decree Number 17 of the year 1959 concerning foreigners' residency and the decrees complied with it.
- 6- Handling all expenses to bring the second party (Domestic Worker) and should not lay any of these expenses on the second party.
- 7- Paying the expenses of transferring the second party (Domestic Worker) deceased body to his/her country as well as sending the salary of the last month to the second party's beneficiaries.
- 8- It is not permissible for the first party (Employer) to assign the second party (Domestic Worker) to work outside the State of Kuwait. If this occurs without the agreement of the domestic worker, the domestic worker will be returned to his/her country at the expense of the first party (Employer).
- 9- The second party (Domestic Worker) is entitled to own a phone and use it outside the working hours, provided that he/she keeps the secrets and privacy of the household, and use such phone in a manner consistent with public morals.

Fourth: The second party (Domestic Worker) is obligated to the following:

- 1- Do the work he/she is supposed to do by following and complying to all instructions of the first party (Employer) and his/her family members under the condition that these instructions do not threaten the second party's (Domestic Worker) life or offend his/her dignity, as well as respect the customs and traditions of the State of Kuwait.
- 2- Preserving the secrets, privacy, belongings and money of the first party (Employer) and his/her family members.
- 3- Refusal to work for others whether with or without commission.

Fifth: General Provisions:

- 1- The second party (Domestic Worker) works for the first party (Employer) under the job title of _____ With a monthly salary of _____ K.D.
- 2- The contract is effective from the first day of commencing work at the first party's household and is valid for _____ years as of the date _____ and is renewable for longer periods unless one of the parties expresses the desire not to renew at least two months before the expiry of the contract.
- 3- Second party (Domestic Worker) working hours must not exceed a total of 12 hours daily, whereas continuous working hours must not exceed 5 hours, followed by at least 1 hour resting time which is not included in the overall working hours. The second party also has the right to sleep for a continuous 8 hours minimum at night.
- 4- Not depriving the second party (Domestic Worker) from the right of having a fully paid weekly rest.
- 5- Not depriving the second party (Domestic Worker) from the right of having a fully paid annual leave.
- 6- An end-of-service bonus payment equivalent to one-month salary for every year served by the second party (Domestic Worker) at the end of his/her contract.
- 7- The first party (Employer) is not allowed to keep in his/her possession any of the second party's (Domestic Worker) personal identity documents such as passport.
- 8- Transferring the residency of the second party (Domestic Worker) is prohibited during the first 6 months from the day of entry to the country.
- 9- The first party (Employer) shall bear the cost of economy class ticket for the second party (Domestic Worker) return back to his/her country at the end of the contract or any other renewed periods.
- 10- In case conflict about any of this contract articles, the case will be referred to the Public Authority of Manpower for the settlement of the conflict. Failed settlements will be referred to the designated court.
- 11- Anything unstated in this contract must be referred to the articles under Law No. 68 of the year 2015 in respect to domestic workers rules, and in case of lack of law acts that address it, the Kuwaiti laws are applicable.
- 12- This contract has been made in both Arabic and English languages and both parties should have full knowledge of the contents of this contract, the Arabic text shall prevail and be referred to when necessary.
- 13- This contract is drawn in original and three copies. The original shall be sent to the Public Authority of Manpower, after the arrival of the second party (Domestic Worker) and to the country and signing on the contract. The first and second copies are for the first party (Employer), whereas the third copy shall be given to the second party (Domestic Worker).

**First Party
(Employer)**

Name: _____

I.D No.: _____

Signature: _____

**Second Party:
(Domestic Worker)**

Name: _____

Passport No.: _____

Signature: _____

This Form is **NOT FOR SALE**

هذا النموذج يوزع مجاناً ولا يباع



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF LABOR AND EMPLOYMENT
OVERSEAS WORKERS WELFARE ADMINISTRATION



Please fill-out this form legibly.

OFW INFORMATION SHEET

FOR OWWA USE ONLY:	
LAST PAYMENT OF OWWA CONTRIBUTION	
OR Number:	_____
OR Date:	_____
Validity:	_____
Verified by:	_____

Date: _____

PERSONAL DATA

Last Name _____ First Name _____ Name Ext. (e.g. Jr., III) _____ Middle Name _____

Philippine Address: _____

House No.	Lot No. Block No. Phase No.	Street	Subdivision
Barangay	Municipality/City	Province	Zipcode

Contact No.: _____ E-mail Address: _____ Passport No.: _____

Birthdate: ___/___/___ Sex: _____ Religion: _____ Civil Status: _____

Highest Educational Attainment: _____ Course: _____

CONTRACT PARTICULARS

Name of Company/Employer: _____

Address: _____

Tel No.: _____ Jobsite/Country: _____

Position: _____ Monthly Salary/Currency: _____ Contract Duration: _____

Name of Agency (if applicable): _____

LEGAL BENEFICIARIES/QUALIFIED DEPENDENTS

Name	Relationship	Date of Birth	Address	Contact No./E-mail Address
<input checked="" type="checkbox"/> _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I hereby certify that the above information is true and correct.

Signature of Worker