



Embassy of the Philippines  
**MIGRANT WORKERS OFFICE, Doha, Qatar**

**CHECKLIST OF REQUIREMENTS FOR EVALUATION OF  
DIRECT HIRE APPLICATION:  
PROFESSIONAL AND SKILLED WORKERS**

1. Letter to POLO requesting for exemption on the “direct hire ban”
  - Address to THE LABOR ATTACHE
  - State the company's request to DIRECTLY HIRE: (*name of worker*)
  - Indicate the applicant worker’s position, basic salary and provision of 1) food, 2) accommodation, 3) transportation (or its equivalent in allowances)
  - Explain why the worker is being directly hired by the company (*background, connection, how the worker was recruited, etc.*)
  - Letter to be signed by the company sponsor/authorized signatory with company stamp
2. Employment Contract for POLO Verification
  - Original copy of employment contract
    - Provisions must meet the minimum standard contract based on POEA Employment Contract for Various Skills: *refer to template of “Model Employment Contract for Skilled Worker” in POLO website<sup>1</sup>*
    - All pages must be signed by the sponsor/ authorized signatory with company stamp
  - Copy of Qatar Visa Center contract, *if available*
    - Details must match the original employment contract for professionals/skilled workers (i.e. position, basic salary, food/ transportation/ accommodation allowances, contract duration)
3. Passport copy
  - Copy of the Passport data page of the applicant-worker with validity period of not less than six (6) months
4. Valid Work Visa
  - English translation, reflecting the complete name of the worker and the company name
5. Contingency Plan
  - *refer to template of “Contingency Plan” letter in POLO website*
6. Company Documents:
  - a) Company Profile
    - *history, type of business/ industry, founder(s)/ owner(s), number of employees, number of Filipino staff currently employed*
  - b) Commercial Registration – *please include English translation*
  - c) Trade license – *please include English translation*
  - d) Computer Card
  - e) Qatar ID of Sponsor/ Authorized Signatory
7. Curriculum Vitae/ Resume of the applicant-worker
8. Notarized Statement from the applicant-worker
  - How the worker secured his/her employment;
  - Attach copy of the employer’s passport/ Qatar ID and contact details

**Instructions:**

Please scan all documents and email to [poloqatar.company.verif@gmail.com](mailto:poloqatar.company.verif@gmail.com)  
Subject: (Company Name) – DIRECT HIRE application – (Worker Name)

<sup>1</sup><https://www.polodoha.com/index.php/forms>

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E-Mail: [polo\\_qatar@dole.gov.ph](mailto:polo_qatar@dole.gov.ph)**