



Embassy of the Philippines  
**PHILIPPINE OVERSEAS LABOR OFFICE**  
Doha, Qatar

**REQUIREMENTS FOR CONTRACT VERIFICATION AND RENEWAL  
FOR SKILLED WORKERS**

- Original copy of employment contract with MADSLA stamp/QR code (No need for MADSLA stamp for government, semi-government and those affiliated with QFC)
- Photocopies of the following:
  - ✓ Passport (valid for at six (6) months from the date of intended departure – x2 copies)
  - ✓ Qatar Identification Card – x2 copies
- Support for proof of employment:
  - ✓ Salary Certificate/Certificate of Employment/ Recent pay slip (2 months) or Recent bank statements (showing recent 2 months' salary)
- \*\*\*Exceptional Entry Permit for those who left Qatar before 12 July 2021 (Due to current health crisis)
- Valid Labor Card/Work Permit for those who currently working but under family/husband sponsorship

**Note:**

**Contract Verification with POLO-Qatar requires PRIOR APPOINTMENT booking at <https://polodoha.com/>**

- ✓ *After all slots are taken, new slots will open every 15th of the month for next succeeding month (E.g. June 15 for July slots, July 15 for August slots)*

**OFWs are advised to come PERSONALLY to process their documents.**

**In view of the current health crisis, all transactions are strictly BY APPOINTMENT only. Please send requests or questions to our email [polodoha@gmail.com](mailto:polodoha@gmail.com) or [polo\\_qatar@dole.gov.ph](mailto:polo_qatar@dole.gov.ph)**