

'Name Hire'

INSTRUCTIONS TO WORKERS BOUND FOR CANADA

1. Caregivers and other Filipino workers hired under the name hire system bound for B.C., Alberta, Yukon and Northwest Territories, Canada without verified employment contracts are required to ask their employers to have their employment contracts verified by the Philippine Consulate General (Labour Office) and authenticated by the Philippine Consulate General in Vancouver, Canada at the following address/contact numbers:

ATTY. BERNARDINO B. JULVE
Consular Officer-in-Charge of Labour
Philippine Consulate General
(Labour Office) Vancouver
410 - 675 W. Hastings Street
Vancouver, B.C., Canada, V6B 1N2
Tel. No.: 604-682 5770
Fax.: No.: 604-692-0887
E-mail address: vancouverpolo@yahoo.ca

Those bound for the Central and Eastern Provinces should contact the PCG (Labour Office) in Toronto.

2. The employer has to conform by his/her signature to the attached addendum to the employment contract which shall be an additional page to the employment contract.
3. The employer shall send to the PCG (Labour Office), (3) copies of the signed addendum, (3) copies of the contract and (3) copies of the Labour Market Opinion (LMO) for each worker for verification and authentication by the Philippine Consulate General enclosing a pre-paid return Xpresspost envelope. The PCG (Labour Office) requires the original signature of the employer on the documents for verification.

Most members verified/authenticated their corporate entity this past winter for this season's workers, therefore the company registration is valid for a period of four (4) years from date of issuance. Within that period, registered employers need only to submit the LMO, employment contract with the Addendum for subsequent recruitment.

If this is your first time as an employer, you will need to also have your corporate identity verified and authenticated, whereby the employer shall send in (3) photo copies of his/hers I.D. (i.e. driver's license, citizenship card, passport etc.) and (3) copies of the business/commercial registration (i.e. business license, certificate of incorporation, etc.).

4. Payments in money order or bank certified cheque (demand draft) **per contract** are as follows:
 - a. Verification fee of **US \$10.00** or equivalent in local currency payable to the *Philippine Overseas Labour Office*.
 - b. Authentication fee of **CAN \$28.75** payable to the *Philippine Consulate General*.

If this is your first time as an employer, payments in money order or bank certified cheque (demand draft) **per corporate entity** are as follows:

- a. Verification fee of **US \$10.00** or equivalent in local currency payable to the *Philippine Overseas Labour Office*.
- b. Authentication fee of **CAN \$28.75** payable to the *Philippine Consulate General*.

Members may include all the fees for the total contracts and company entities on a single payment for each office (i.e. a total of (2) money orders or certified cheques in Canadian Funds for the 'Philippine Overseas Labour Office' and 'Philippine Consulate General'. Members can include payment for the CAN dollar equivalent for the US \$10.00 verification fee calculated on the applicable exchange rate for that day.

5. The Philippine Consulate General sends back the verified and authenticated documents to the employer in the return envelope provided, who shall in turn send the documents over to the prospective worker for submission to the Canadian Embassy (if no visa issued yet) or the POEA (if visa has been issued) for processing and participation in the mandatory Pre-Departure Orientation Seminar (PDOS) and issuance of the overseas employment certificate (OEC) or exit clearance.

The PCG (Labour Office) has verbally agreed again to assist the members of the Alberta Beekeepers Commission, whereby all verified/authenticated workers will have their approval sent 'electronically' to the POEA in the Philippines. Therefore, as with this past season, you will not have to send the approved documents to your worker in the Philippines that you received back from the PCG (Labour Office) – Vancouver.

6. The PCG (Labour Office) has requested that all employers provide notification of their workers arrival in Canada next year (2010). Please fax the PCG (Labour Office) at 1-604-692-0887 with you company name, the worker's names and their date of arrival in Canada.

**** Note - Non-compliance of the above-mentioned requirements and/or non-payment of the correct fees will result in the return of the documents without action. ****