



OFFICE OF THE LABOUR ATTACHÉ

EMBASSY OF THE PHILIPPINES

Tokyo, Japan

ADVISORY

TO : ALL JAPANESE EMPLOYERS/ SUPERVISING ORGANIZATIONS/ PRINCIPALS TRANSACTING BUSINESSES WITH POLO-TOKYO

SUBJECT : AUTHORIZATION PASS

This is to reiterate that POLO Tokyo does not recognize third-party entities (brokers, immigration lawyers, or anyone not directly connected with the company) when inquiring, submitting and follow-up of necessary documents on behalf of the company.

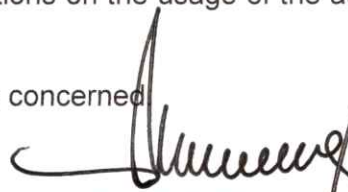

In order to ensure that all persons who submit and pick-up documents in our office are duly-authorized by employers/ supervising organizations/ principals, the Philippine Overseas Labor Office (POLO) will issue **authorization pass** to companies already accredited by POEA.

For the issuance of the authorization pass, the following documents must be submitted to through email address polotokyo@gmail.com:

- 1) Endorsement Letter, indicating an authorization to the representative/liaison officer to submit and pick-up documents at POLO, addressed to the undersigned and containing the following details:
 - (a) Employer/Supervising Organization/Principal's Name, Address and Phone Number; and
 - (b) Name of the Representative/Liaison Officer;
- 2) Copy of Company ID of the Representative/Liaison Officer; and
- 3) 1x1 colored picture of the Representative/Liaison Officer with white background.

Attached, for reference, are the terms and conditions on the usage of the authorization pass and template for request letter.

For the information and compliance of everybody concerned


MARIE ROSE C. ESCALADA
Labor Attaché 

17 December 2019

AUTHORIZATION PASS

TERMS AND CONDITIONS:

- The **authorization pass** is a property of the Philippine Overseas Labor Office (POLO)-Tokyo;
- It is non-transferable and must be worn at all times while inside the Philippine Overseas Labor Office (POLO)-Tokyo premises;
- The pass shall be presented when submitting application documents and for release of documents;
- It must be renewed one (1) month before the date of expiration;
- In case of lost, replacement of the representative/liaison officer, or renewal, the following must be submitted to the Philippine Overseas Labor Office (POLO)-Tokyo:
 - ✓ Letter request for re-issuance/replacement/renewal, addressed to Labor Attaché Marie Rose C. Escalada, indicating an authorization to the representative/liaison officer to submit and pick-up documents at POLO;
 - ✓ Old authorization pass must be surrendered (*please indicate in the letter request if lost*); and
 - ✓ Company ID of the representative/liaison officer.
- **For first time applicants** (not yet accredited by POEA and POLO), authorization pass is NOT yet required. The authorized representative and member of the said company may submit on behalf of the Company by presenting authorization letter and identification card;
- **The authorization pass does not exempt the representative/liaison officer from the inspection and log-in procedure being conducted at the Philippine Embassy entrance.**

Date: _____

Labor Attaché MARIE ROSE C. ESCALADA
Philippine Overseas Labor Office (POLO)
Embassy of the Philippines

Subject: REQUEST FOR AUTHORIZATION PASS

This is to inform your office that the following person/s is our designated liaison officer:

| | |
|--------------------------|--|
| Company Name: | |
| Name of Liaison Officer: | |
| Position in the Company: | |

This is to further certify that the above is an official employee of our company.

Attached is his/her business card for your reference and other requirements for the issuance of his/her authorization pass.

Sincerely yours,

Name of the President/Representative Director
(with Signature and Hanko)