

A. DOCUMENTS FROM THE WORKER (Original to be presented)	REMARKS
1. Biopage and entry visa page of passport	
2. Residence Card	
3. Insurance Card <ul style="list-style-type: none"> a. For those working for companies Shakai Kenko Hoken (Health Insurance, Pension and Employment) b. For those working for individual employer (ex. HSW) Kokumin Kenko Hoken (National Health Insurance) 	
4. Employment Contract with English translation, signed by the worker and employer/representative <ul style="list-style-type: none"> - Signed Addendum to the Contract covering termination of employment, settlement of disputes, shipment of remain, repatriation and others (please click link) https://polotokyo.dole.gov.ph/wp-content/uploads/2019/07/POEA-Addendum-to-the-Contract-2019.pdf	
5. Letter addressed to Labor Attaché Marie Rose C. Escalada, narrating entry in Japan, how employment was found/changed visa/jobsite, nature of work, salary, other benefits	
B. DOCUMENTS FROM THE EMPLOYER	
1. For those working for companies <ul style="list-style-type: none"> - Company registration (Tokibo Tohon) with English translation 	
2. For those working for individual employers (ex. HSW) <ul style="list-style-type: none"> - Copy of employer's passport - Copy of employer's residence ID card - Certificate of employment of employer's issued by the company where the employer is connected 	
ADDITIONAL FOR CHANGE EMPLOYER	
1. Release Letter/Employment Certificate with English translation	ONLY if visa is still with the previous company/employer
2. Employment Certificate issued by the present employer with English translation	ONLY if working for more than five (5) months with the said employer
ADDITIONAL FOR INITIAL VERIFICATION	
1. Personal interview of worker and employer	No record at POEA

***ALL TRANSLATIONS MUST BE CERTIFIED BY THE TRANSLATOR**