



OWWA MEMBERSHIP APPLICATION

ELIGIBILITY:

1. OFWs with valid overseas employment and work visa, and are processed at the POEA
2. OFWS who have acquired regular/permanent residency (Permanent or Long-Term visa holder) status in Japan with permanent and full-time employment and have remained Filipino Citizens
3. OFWs who have left the country without proper documentation as OFW from the POEA and have acquired valid work permit and visa in Japan

DOCUMENTARY REQUIREMENTS:

1. Duly filled-up and signed OWWA OFW Information Sheet
2. Photocopy of proof of valid employment
 - **FOR RENEWAL WITH PREVIOUS EMPLOYER:** Photocopy of valid Employment Contract or Certificate of Employment with hanko of employer or authorized company representative issued within a month of membership application. (*Enclosed English translation if original document is in Japanese*).
 - **FOR RENEWAL WITH NEW/CHANGED EMPLOYER:** Photocopy of valid Employment Contract (*Enclosed English translation if original document is in Japanese*).
 - **FOR NEW ENROLEE:** Photocopy of valid Employment Contract (*Enclosed English translation if original document is in Japanese*). Filled-up Declaration of Intent to be an OWWA Member Form
3. Photocopy of valid Philippine passport bearing photo, name, and signature
4. Photocopy of valid residence ID card. For those **WITH OFFICIAL/DURING MISSION VISA**, photocopy of valid official visa stamp in passport
5. Proof of existing valid company/employer
 - **FOR RENEWAL WITH PREVIOUS EMPLOYER/COMPANY: If employer is Company**, Corporate Registration Number or **If employer is an Individual**, National ID Number (Residence Card Number or Gaimusho ID number) of employer. The corresponding ID or Registration numbers should be written in the OFW Information Sheet.
 - **FOR RENEWAL WITH NEW/CHANGED EMPLOYER: If employer is Company**, Photocopy of *Tokibo Tohon*/Corporate Registration Certificate or **If employer is an Individual**, Photocopy of National ID (Residence Card Number or Gaimusho ID number) of employer
 - **FOR NEW ENROLEE: If employer is Company**, Photocopy of *Tokibo Tohon*/Corporate Registration Certificate or **If employer is an Individual**, Photocopy of National ID Number (Residence Card Number or Gaimusho ID number) of employer
6. Returning Letter Pack (370 Yen) with your written complete name, address and contact number for sending back your official receipt and other documents

APPLICATION PROCESS:

- I. Through Walk-in/Appointment (**Currently Suspended Due to COVID-19 Pandemic**)
- II. Through Mailing
 - Documentary Requirements should be mailed through Letter Pack
 - Membership fee of **JPY3,500** (estimated monthly average equivalent of US \$25.00) to be mailed using registered cash envelope service of Japan Post, **Genkin Kakitome**.

Mailing Address of both documents and membership fee:

POLO-OWWA, Philippine Embassy
5-15-5 Roppongi, Minato-ku, Tokyo 106-8537, Japan
Telephone No. 03-6441-0959