

LIST OF REQUIREMENTS FOR OFW (POP)

- MEMBERS DATA FORM (MDF)
- EMPLOYEE'S STATUS ACCUMULATED VALUE (ESAV)
- 2 VALID ID'S WITH PICTURE AND SIGNATURE ((AND SPOUSE IF MARRIED)
- CONTRACT OF EMPLOYMENT WITH BREAKDOWN OF COMPENSATION AND CONTACT DETAILS OF EMPLOYER, Company address, email address, telephone and/or mobile number (TRANSLATED TO ENGLISH)
- PASSPORT (with stamp - entry & exit)
- SUPPORTING DETAILS: PAYSLIP
- PROOF OF BILLING or BRGY. CLEARANCE
- CEDULA OR PASSPORT OF ATTORNEY-IN-FACT
- MARRIAGE CONTRACT OR BIRTH CERTIFICATE
- SPA OF DDC (ORIGINALLY SIGNED BY THE BUYER)
- SPA OF HDMF (ORIGINALLY SIGNED BY THE BUYER)
- UNDERTAKING OF CHECKS
- MEDICAL QUESTIONNAIRE (ORIGINALLY SIGNED BY THE BUYER)
- BIR FORM 1904 - TIN VERIFIED (FOR VERIFIED ANY BIR BRANCH)
- POST DATED CHECKS (FOR THE EQUITY PAYMENT ONLY)
- OVERSEAS EMPLOYMENT CONTRACT (OEC)
- IQAMA OR RESIDENT ID
- E-TICKET