

### **Employer's Requirements:**

Employer's Requirements for Accreditation/ Registration with  
POEA (Philippine Overseas Employment Administration)

1. Special Power of Attorney ( to be provided by MIRSI)
2. Recruitment Agreement ( to be provided by MIRSI)
3. Standard Employment Contract (can be obtained at Philippine Embassy)
4. Manpower Request/ Demand letter
5. Company Commercial Registration.
6. Visa with English Translation

All of the above documents should be verified by Philippine Embassy/  
POLO.

### **For Saudi Embassy:**

1. Electronic Visa Authorization from Saudi Ministry of Foreign Affairs
2. Visa Slip with English Translation