

MWO ADVISORY No. 03 Series of 2026

CONTRACT VERIFICATION For DIRECT HIRE

Who are qualified?

1. For Filipino workers who are still in the Philippines and will start working in Australia
2. The employer/company has not hired more than five (5) Filipino workers
3. The employer/company has no accreditation with a Philippine Recruitment Agency

What are the requirements?

1. Employment contract signed on all pages by the employer (original /wet signature) and the worker
2. [Addendum to the Employment Contract](#)
3. Photocopy of the passport of the worker
4. Photocopy of the granted visa of the worker
5. Photocopy of company's business registration/license
6. Photocopy of employer's passport or driver's license
7. Certification/declaration by the company stating that:
 - a. The company has not hired more than five (5) Filipino workers under Direct Hiring and has not partnered with a Philippine Recruitment Agency
8. Verification fee – Money Order of \$72
 - a. Can be purchased from Australia Post
 - b. Payable to MWO-Philippine Embassy
 - c. Please write the Worker's Name at the back of the Money Order.
9. Express Post Prepaid return envelope, large size
 - a. Write your full name, complete address, contact number and email address

PLEASE SEND THE COMPLETE SET OF REQUIREMENTS (Items 1-9) TO:

MWO-CANBERRA, PHILIPPINE EMBASSY
1 Moonah Place, Yarralumla ACT 2600, Australia

For further inquiries, please call 02 62738882 or +61 401 312 924 or email us at mwoaustralia@philembassy.org.au