

MWO-CANBERRA ADVISORY NO. 02
Series of 2025

Jurisdiction: Australia, Vanuatu, Nauru, New Caledonia and Tuvalu

A. Land-Based Direct Employer (DE) – Philippine Recruitment Agency (PRA)

Requirements for the Accreditation/Renewal between DE and PRA Hiring Land-Based Professionals and Skilled Filipino Workers:

I. New / Renewal of Accreditation (DE-PRA)

Documentary Requirements	Verification Fee
1. Job Order (DE to PRA)	AU\$ 72.00
2. Master Employment Contract	AU\$ 72.00
3. Recruitment Agreement	AU\$ 72.00
Other Documentary Requirements	
4. Business License of DE	-
5. Company Profile	-
6. Affidavit of Undertaking	-
7. Photocopy of DE's valid ID	-
8. Photocopy of PRA's DMW license	-
9. Photocopy of PRA's valid ID	-
10. Total Verification Fee	AU\$ 216.00
<ul style="list-style-type: none"> • AusPost Money Order / Bank Cheque • Payable to MWO-Philippine Embassy 	
11. A4-sized, postage-paid, return envelope	

II. Additional Job Order (DE-PRA)

Documentary Requirements	Verification Fee
1. Job Order	AU\$ 72.00
Other Documentary Requirements	
2. Status of Previous Job Order	-
3. Total Verification Fee	AU\$ 72.00
<ul style="list-style-type: none"> • AusPost Money Order / Bank Cheque • Payable to MWO-Philippine Embassy 	
4. A4-sized, postage-paid, return envelope	

B. Land-Based Foreign Recruitment Agency (FRA) – DE – PRA

Requirements for the Accreditation/Renewal between FRA, DE, and PRA Hiring Land-Based Professionals and Skilled Filipino Workers:

I. New / Renewal of Accreditation (FRA-DE-PRA)

Documentary Requirements	Verification Fee
1. Job Order (FRA to PRA)	AU\$ 72.00
2. Manpower Request (DE to FRA)	-
3. Master Employment Contract	AU\$ 72.00
4. Recruitment Agreement	AU\$ 72.00
5. Client Service Agreement	AU\$ 72.00
Other Documentary Requirements	
6. Business License of FRA	-
7. Business License of DE	-
8. Company Profile of FRA	-
9. Company Profile of DE	-
10. Affidavit of Undertaking of FRA and DE	-
11. Photocopy of FRA's valid ID	-
12. Photocopy of DE's valid ID	-
13. Photocopy of PRA's DMW license	-
14. Photocopy of PRA's valid ID	-
15. Total Verification Fee	AU\$ 288.00
<ul style="list-style-type: none"> • AusPost Money Order / Bank Cheque • Payable to MWO-Philippine Embassy 	
16. A4-sized, postage-paid, return envelope	

II. For FRAs with existing accreditation (FRA-DE-PRA)

Documentary Requirements	Verification Fee
1. Job Order (FRA to PRA)	AU\$ 72.00
2. Manpower Request (DE to FRA)	-
3. Master Employment Contract	AU\$ 72.00
4. Client Service Agreement	AU\$ 72.00
Other Documentary Requirements	
5. Business License of DE	-
6. Company Profile of DE	-
7. Affidavit of Undertaking of FRA and DE	-
8. Photocopy of DE's valid ID	-
9. Photocopy of FRA's Accreditation Certificate	-
10. Total Verification Fee	AU\$ 216.00
<ul style="list-style-type: none"> a. AusPost Money Order / Bank Cheque b. Payable to MWO-Philippine Embassy 	
11. A4-sized, postage-paid, return envelope	

III. Additional Job Order (FRA-DE-PRA)

Documentary Requirements	Verification Fee
1. Job Order (FRA to PRA)	AU\$ 72.00
2. Manpower Request (DE to FRA)	-
Other Documentary Requirements	
3. Status of Previous Job Order	-
4. Total Verification Fee a. AusPost Money Order / Bank Cheque b. Payable to MWO-Philippine Embassy	AU\$ 72.00
5. A4-sized, postage-paid, return envelope	

C. Sea-Based DE – Licensed Manning Agency (LMA)

Requirements for the Accreditation/Renewal between DE and Licensed Manning Agency Hiring Filipino Seafarers:

I. New / Renewal of Accreditation (DE-LMA)

Documentary Requirements	Verification Fee
1. Job Order / Crew Request	AU\$ 72.00
2. Master Employment Contract for Seafarers	AU\$ 72.00
3. Manning Recruitment Agreement	AU\$ 72.00
Other Documentary Requirements	
4. Special Power of Attorney (if applicable)	-
5. Business License of DE	-
6. Company Profile	-
7. Certificate of Ship Registry / Operation / Survey / Fishing Permit	-
8. Photocopy of DE's valid ID	-
9. Photocopy of LMA's DMW license	-
10. Photocopy of LMA's valid ID	-
11. Total Verification Fee a. AusPost Money Order / Bank Cheque b. Payable to MWO-Philippine Embassy	AU\$ 216.00
12. A4-sized, postage-paid, return envelope	

II. Additional Job Order (DE-LMA)

Documentary Requirements	Verification Fee
1. Job Order / Crew Request	AU\$ 72.00
Other Documentary Requirements	
2. Status of Previous Job Order	-
3. Verification Fee a. AusPost Money Order / Bank Cheque b. Payable to MWO-Philippine Embassy	AU\$ 72.00
4. A4-sized, postage-paid, return envelope	

PLEASE SEND THE REQUIREMENTS THROUGH MAIL / COURIER TO:

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

For further inquiries, please leave a text message at +61 401 312 924 or email us at mwoaustralia@philembassy.org.au