



Embassy of the Philippines
Migrant Workers Office
Canberra, Australia



MWO-CANBERRA ADVISORY NO. 02
Series of 2026

Jurisdiction: Australia and New Caledonia.

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

DMW-licensed PRAs:

<https://dmw.gov.ph/inquiry/licensed-recruitment-agencies>

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

A.1 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. Affidavit of Undertaking	-
5. Company Profile	-
6. Business License of DE	-
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 - AusPost Money Order / Bank Cheque - Payable to MWO-Philippine Embassy	AU\$ 216.00
11. A4-sized, Express Post, postage-paid, return envelope	

A.2 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 - AusPost Money Order / Bank Cheque - Payable to MWO-Philippine Embassy	AU\$ 72.00
4. Express Post, 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:

B.1 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. Affidavit of Undertaking of FRA and DE	-
7. Business License of FRA	-
8. Business License of DE	-
9. Company Profile of FRA	-
10. Company Profile of 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
- AusPost Money Order / Bank Cheque - Payable to MWO-Philippine Embassy	
16. A4-sized, Express Post, postage-paid, return envelope	

B.2 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
a. AusPost Money Order / Bank Cheque b. Payable to MWO-Philippine Embassy	
11. A4-sized, Express Post, postage-paid, return envelope	

B.3 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	AU\$ 72.00
a. AusPost Money Order / Bank Cheque	
b. Payable to MWO-Philippine Embassy	
5. Express Post, 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:

C.1 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	AU\$ 216.00
a. AusPost Money Order / Bank Cheque	
b. Payable to MWO-Philippine Embassy	
12. A4-sized, Express Post, postage-paid, return envelope	

C.2 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	AU\$ 72.00
a. AusPost Money Order / Bank Cheque	
b. Payable to MWO-Philippine Embassy	
4. Express Post, postage-paid, return envelope	



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PLEASE SEND THE REQUIREMENTS THROUGH MAIL / COURIER TO:

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

For further inquiries, please call us at +61 262 738 882 or email us at mwoaustralia@philembassy.org.au

Downloadable Accreditation Forms / Templates
<https://tinyurl.com/MWOAUS-Templates>