

**EMBASSY of the REPUBLIC of the PHILIPPINES***Karmanitskiy Per. 6/8 121099 Moscow, RF**Tel. (499) 241-0563 to 65 Email: embassyconsular@gmail.com***APPLICATION FORM for ACKNOWLEDGEMENT of EMPLOYMENT CONTRACTS  
of Filipino Household / Skilled Workers****A. Name of Employer:** \_\_\_\_\_ **Sex:**  Male  Female  
( Last First MI )**Nationality/Citizenship:** \_\_\_\_\_**Address in RF:** \_\_\_\_\_  
( Apt No. House/Bldg. No. Street City )**Mobile No.:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_**Civil status:**  Single  Married  Widowed  Annulled/divorced**B. Name of Agency in Russia:** \_\_\_\_\_**Name of Representative of Agency:** \_\_\_\_\_  
( Last First MI )**Address in RF:** \_\_\_\_\_  
( Apt No. House/Bldg. No. Street City )**Mobile No.:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_**C. Name of Agency in the Philippines:** \_\_\_\_\_**Name of Representative of Agency:** \_\_\_\_\_  
( Last First MI )**Address:** \_\_\_\_\_  
( Apt No. House/Bldg. No. Street City )**Mobile No.:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_**D. Name of Employee:** \_\_\_\_\_ **Sex:**  Male  Female  
( Last First MI )**Philippine Address (complete):** \_\_\_\_\_  
( Apt No. House/Bldg. No. Street City )**Mobile No.:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_**Civil status:**  Single  Married  Widowed  Annulled/divorced**PASSPORT Details of Employee:**

Passport No.: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

Place of Issuance: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**VISA Details of Employee:**

Type of Russian visa: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_ Valid until: \_\_\_\_\_

Embassy ID No.: \_\_\_\_\_ Valid until: \_\_\_\_\_

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### REQUIREMENTS:

- 1. **Personal appearance of the employer for an interview** and pre-employment orientation to ensure comprehension of their contractual obligations and its attendant undertakings and their willingness and capacity to comply thereto;
- 2. **Employment Contract** to be signed in the presence of the Consul or Consular Officer/Assistant (with conditions consistent with the Philippines and Russia Federation Laws, including allowances for accommodation, food, health benefits, insurance and US\$800 minimum monthly salary and provisions for **repatriation and termination**);
- 3. **"WORKING" Invitation issued by FMS**, original must be presented, notarized with English translation; **OR**  
**A valid "WORKING" visa.** (Please state validity period: \_\_\_\_\_).
- 4. Duly accomplished **Employer Information Sheet** (*Form MOW-HSW-1*) containing the following vital information:
  - a. 2 pieces, 3cm x 4cm color photograph of the employer not older than six (6) months old
  - b. Full name of employer, spouse and other persons staying at the household of the employer and their ages – including the children, relatives and other household helpers (if any).
  - c. Location and complete address of residence of the employer where the household worker will be assigned to work (attach map from Google, Yandex, etc)
  - d. Telephone number/s and other contact numbers
  - e. Details about the residence, including size expressed in square meters of floor area, facilities, etc.
  - f. Family income
  - g. Job description of the household service worker
- 5. Valid Identification Card (Original and Photocopy of Internal Passport of Russian Employer *or* Passport of Foreign Employers, with Visa Registration);
- 6. Copies of the passport, valid Working Visa and Registration of the Filipino household service worker;
- 7. Employment Certificate of the Employer, including official position, income; 2NDFL Certificate on Income Tax;
- 8. Documentation in relation to the Workplace of the Employer (e.g. Residence Registration, Deed of Purchase/Ownership, Rental Contract);
- 9. Police Clearance or equivalent document from the authorities in the area where the Employer resides;
- 10. Written **Undertaking of the Employer** (*Form MOW-HSW-2*) in English and Russian language;
- 11. Fee of **\$25.00**
- 12. Other documents.

### **ADDITIONAL REQUIREMENTS FOR EMPLOYER (Company) and/or REPRESENTATIVE AGENCY IN RUSSIA:**

- 13. **Certificate of Making Record in the Single State Register of Legal Entities** - the document must be accompanied by a notarized English translation and should bear stamps of the Russian Ministry of Justice and the Consular Department of the Ministry of Foreign Affairs of the Russian Federation;

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14. **Special Power of Attorney** by the Employer and copy of passport of the representative;
15. **Certificate of Registration of Russian Organization at Taxation Office** at the Place of its Location on the Territory of the Russian Federation - the document must be accompanied by a notarized English translation and should bear stamps of the Russian Ministry of Justice and the Consular Department of the Ministry of Foreign Affairs of the Russian Federation;
16. Copy of passports of the owner of the Russian agency and/or representative;
17. **Permission (Разрешения) by FMS** to employ foreign citizens if the Employee does not yet possess a valid visa;
18. **Special Power of Attorney** granted by the Russian agency to its Philippine counterpart agency confirming that the Philippine agency acts as a legal representative of the Russian agency in the Philippines (in English);
19. In case documents are submitted by a representative of the Russian agency, **Special Power of Attorney** by the Russian agency owner to the above-indicated representative (the document must be accompanied by a notarized English translation and it should bear stamps of the Russian Ministry of Justice and the Consular Department of the Ministry of Foreign Affairs of the Russian Federation);
20. **Job Order/Manpower Request** by the Russian agency to its Philippine counterpart agency (a separate job order for each kind of job is required)
21. Certificate of Renewal/Validity of the Philippine agency's license issued by POEA
22. Copy of passport of the Philippine agency owner
23. **Certificate of Registration** of the Philippine agency with the Securities and Exchange Commission
24. **Master Employment Contract** (sample in English);
25. **Recruitment Agreement** between the Russian and the Philippine counterpart agencies.
26. Other documents.

**Date and Time of Release:**

(Дата и время выдачи)

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**Printed Name and Signature**  
(Employer/Representative Agency/Employee)

**Date:**

*SUBSCRIBED AND SWORN TO* before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at  
the Embassy of the Republic of the Philippines, Moscow, Russian Federation.

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**MARIA ANTONINA MENDOZA-OBLENA**  
Consul