



# Authentication Process for Filipinos to work in Bermuda

For Direct Hires & where the employer employs > 5 Filipino nationals

4-6 weeks

1 -2 weeks

3 - 4 weeks

Total Processing (to land a Filipino worker) time:  
10 - 12 weeks

## Steps / Timeline



1. Bermuda Work Permit Approval (DOI)

Cost: \$495.00 - \$795.00 IC plus DOI Fees (plus RG Ad fees)

Cost: \$1,950 (includes: \$700 for counter agency processing + \$250 POLO Appl / Draft Fees + \$400 for notarization / certification of documents & \$150 for wire & courier charges + \$450 for compliant document preparation)

2. Philippine Overseas Labour Office (POLO) processing



3. Philippine Overseas Employment Administration (PoEA) processing



4. Welcome to Bermuda!

The DOI issued work permit and the supporting authentication file is prepared and submitted to the POLO office for 1<sup>st</sup> stage processing. Documents that must be submitted to POLO / POEA for verification & authentication:

- Employer Offer
- Introduction Letter to Labour Attache
- Demand Letter
- Contingency Plan
- Affidavit of Understanding
- Employment Contract (for various skills, POEA compliant)
- Recruitment Agreement
- Special Power of Attorney
- Visa Guarantee Letter

Plus corporate due diligence supporting documentation.

All required documents are fully POEA compliant and are prepared in strict accordance with POEA requirements; which are generally consistent with local immigration and employment law.

Fully authenticated & verified Employer documents are submitted to the POEA (via our Phils based affiliate) for approval. Approval time: 3-4 weeks.

Final stage of processing (POEA) includes:

- POEA completes review of the verification package ie. employment contract and employer details
- Candidate presentation at POEA exit interview
- Work abroad Seminar / orientation
- Final medical screening
- Clearance of travel itinerary / docs
- Issuance of "Exit Pass" having been OEC cleared

- Filipino nationals must re-register with the POEA every time their employer in Bermuda changes!
- For travel purposes, employers must ensure visa compliance separately. Visa eligibility and approval is independent of the POEA and the Bermuda Department of Immigration.
- WP Holders must work in Bermuda for at least 1 year before being eligible for a US Visa. Please speak to us about incoming travel plans prior to confirming travel.

For employer assistance with POLO / POEA processing, please call:

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