POLO RIYADH CHECKLIST

1. Request letter
2. Job Order
3. Special Power of Attorney (SPA)
4. Standard Employment Contract (please sign every page up to last page)
5. Recruitment Agreement (please sign every page up to last page)
6. Contingency Plan
7. Affidavit of Undertaking

Additional requirement for submission:

* Valid Commercial Registration (CR with official English Translation
* Print out of the detailed block visas from ENJAZ-English translated
* Copy of ID or passport of the Employer or authorized personnel
* Location, sketch of the COMPANY and Worker’s Accommodation
* List of current Filipino workers in the establishment (if there are any) in their corresponding iqama and numbers
* ARAM License (attached)
* ARAM Owner passport(attached)