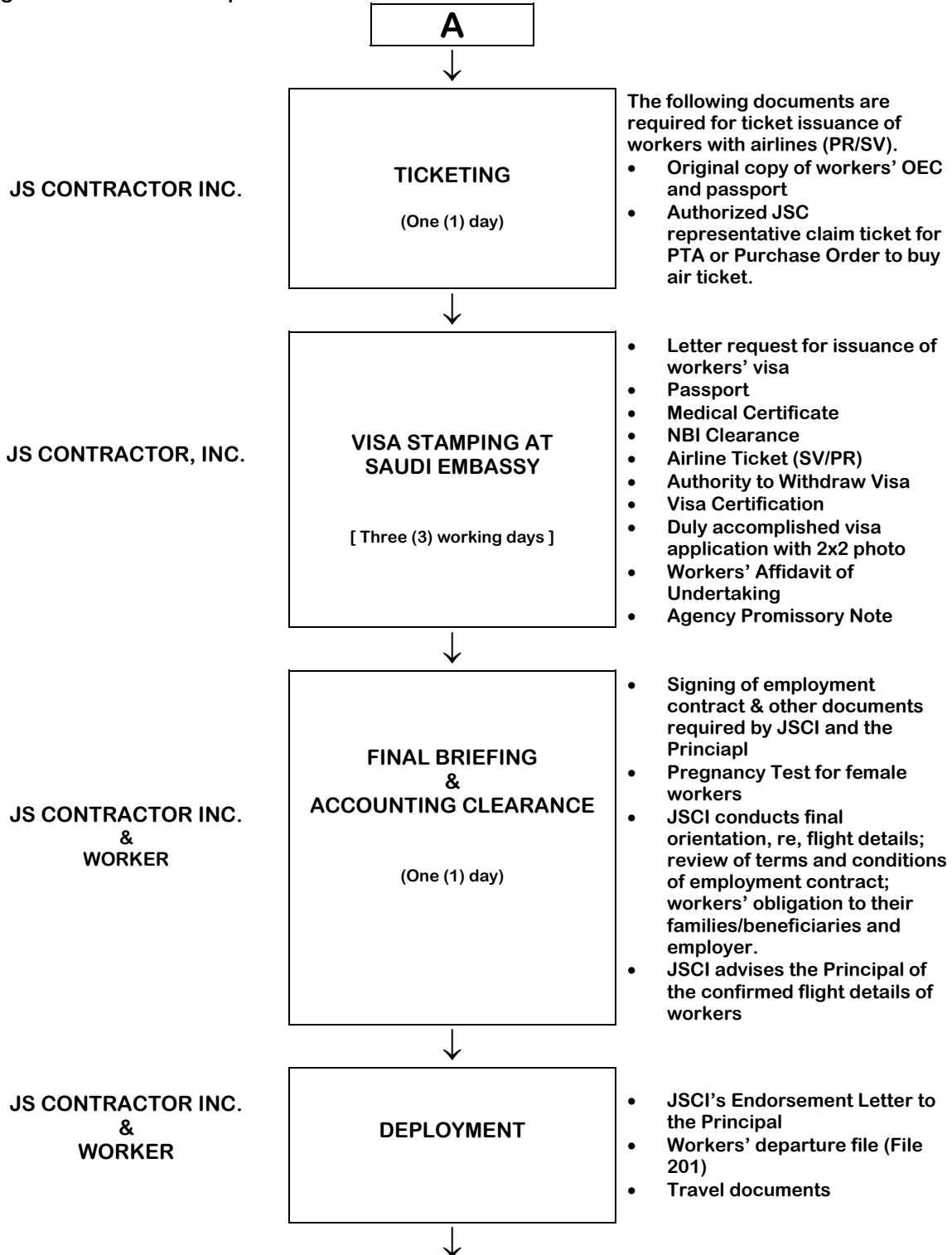


JS CONTRACTOR, INC.	DOCUMENTATION PROCEDURE OF WORKERS bound for SAUDI ARABIA
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RESPONSIBLE ENTITY	PROCEDURE [Processing Period]	ACTION TAKEN / REQUIRED DOCUMENTS
JS CONTRACTOR INC.	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">RECEIPT OF ATTESTED DOCUMENTS/ POEA REQUIREMENTS</p> </div>	<p>Receipt of the following documents from PRINCIPAL with verified stamp/ authenticated by the Labor Attache, Philippine Embassy, Saudi Arabia:</p> <ul style="list-style-type: none"> • Special Power of Attorney • Job Order/Manpower Demand Letter • Master Employment Contract • Authority to withdraw Visa • Copy of Principal's valid Commercial Registration with English translation • Service Agreement
JS CONTRACTOR INC.	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">ISSUANCE OF VISA CERTIFICATION</p> <p style="text-align: center;">[2 - 3 working days]</p> </div>	<p>Present the copy of Authority to Withdraw Visa to Saudi Embassy for issuance of Visa Certification.</p>
JS CONTRACTOR INC.	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">ACCREDITATION OF PRINCIPAL And APPROVAL OF JOB ORDER/ MANPOWER DEMAND LETTER</p> <p style="text-align: center;">[4 - 7 working days]</p> </div>	<p>Upon receipt of the above accreditation documents, it shall be submitted to POEA for Principal's accreditation and approval of Job Order/Manpower Demand Letter</p>
JS CONTRACTOR INC.,	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">ISSUANCE OF WORKERS' OVERSEAS EMPLOYMENT CERTIFICATE (Travel Exit Pass/OEC by POEA)</p> <p style="text-align: center;">(Two (2) working days)</p> </div>	<ul style="list-style-type: none"> • Request for Processing (RFP) • OWWA ID Form with 2x3 photo • Worker's Information Sheet • Employment Contract • Medicare & Repatriation Bond
	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 10%; text-align: center;"> <p>A</p> </div>	



PRINCIPAL

**ACKNOWLEDGMENT OF
WORKERS' SAFE ARRIVAL**

**Fax advise of Principal to JSCI of
workers' safe arrival.**

Processing Period:

- a. For new clients requiring approval of accreditation = fourteen (14) working days upon receipt of complete documents for accreditation.
- b. For accredited clients = seven (7) working days

However, the above processing period may extend depending on the compliance of workers of their visa requirements, such as, medical and NBI clearances, passport, etc., and the availability of PTA tickets from Principal, if PTA is preferred.