

PRINT ON COMPANY LETTER HEAD

(INTENT LETTER)

ATTY. FIDEL A. MACAUYAG

Labor Attaché
Migrant Workers Office
Philippine Consulate General
Jeddah, KSA

Dear **Atty. Macaanyag**:

We/I, (Manager's name), representing the (Company name) with plant and office address at _____ have been granted Visa No. _____ dated _____, we hereby submit our Job Order request to recruit Filipino workers, for verification. Our authorized agency/agent in the Philippines is (PRA name) who will facilitate our request for new personnel.

1	Letter of Intent
2	Job Order / Demand Letter
3	Standard Employment Contract (Master / Individual Contract a) Addendum to the Contract (<i>with Chamber of Commerce hologram sticker</i>) b) Affidavit of Undertaking c) Contingency Plan d) Photocopy of passport, if applicable (<i>for named individual contracts</i>)
4	Recruitment Agreement (Signed & Stamped between FRA and PRA) <i>with Chamber of Commerce hologram sticker</i>
5	Arabic Visa with English translation / Visa delegation in English (ENJAZ)
6	Certificate of Commercial Registration (<i>with English translation from accredited translation office</i>)
7	Ministry of Health Certificate (<i>for Medical and Health sector with official English Translation</i>)
8	Photocopy of Sponsor's national ID/Iqama
9	National Address of the (Company, Hospital, Establishment)
10	Motor Vehicle Insurance for driver positions (<i>expiration should be at least 6 months before expiry date of the job order</i>)
11	Photos of Establishment (Inside and Outside of the Est.) / <i>Colored</i>
12	Photos of accommodation for Filipino workers (Outside, bedroom, comfort room, kitchen) / <i>Colored</i>
13	Survey forms for Current Filipino workers
14	Authorization letter with copy of Iqama of Liaison Officer

Attached are the following documents for your verification:For your kind consideration, please.

Printed Name and Signature of
Owner/General Manager