



# Philippine Embassy in Riyadh

Riyadh, Kingdom of Saudi Arabia

Press Release

PR-235 – 2013

24 December 2013

## NEW PROCEDURES ON EMPLOYMENT CONTRACT VERIFICATION AND NOTARIZATION

(RIYADH, 24 December 2013) – The Embassy informs all companies and employers within the jurisdiction of the Philippine Embassy in Riyadh that starting Sunday, 5 January 2014, all employment contracts for verification and notarization should be submitted only to the Philippine Overseas Labor Office (POLO) in Riyadh.

No appointment is needed to submit documents, although POLO-Riyadh will limit the total number of submissions to 300 contracts per working day.

The Embassy itself will not accept any submissions, except those that are coursed through POLO-Riyadh.

Payment of the SAR 40.00 verification fee per contract and the SAR 100.00 notarial fee per contract should be made directly to POLO-Riyadh.

Documents that have completed the verification and notarial process should be picked-up at POLO-Riyadh three (3) to five (5) working days after submission.

This system replaces the current system of appointments. Those who have previously obtained appointments through the Embassy are encouraged to visit POLO-Riyadh at their most convenient time.

Over the final two weeks of 2013, the Embassy accepted, processed and released all the contracts for notarization that were still pending with companies and employers. There were only a total of 2,483 pending contracts processed by the Embassy during this period, which rebuffs claims by some sectors that a huge backlog had built up because of Embassy procedures.

Companies and employers are also reminded not to deal with “fixers” or anyone pretending to be associated with the Embassy or with POLO-Riyadh. Companies and employers are encouraged to report these individuals to the Embassy for appropriate action.

For further queries, please send an email [consular@philembassy-riyadh.org](mailto:consular@philembassy-riyadh.org) (END)

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