



**PHILIPPINE OVERSEAS LABOR OFFICE**  
Rome, Italy

Ticket No. \_\_\_\_\_

OR No. \_\_\_\_\_

Date: \_\_\_\_\_

**CHECKLIST FOR VERIFICATION**  
**(Accreditation of SEABASED PRINCIPALS)**

- Manning Agreement
- Special Power of Attorney
- Crew Request/Complement  
With corresponding wage scale/number of vacancies
- Business License or Commercial Registration  
If not in English, a notarized English Translation must be provided
- Valid POEA License of Manning Agency;  
IDs of Manning Agency Representative;  
Signatory Card
- Photocopy of ID of Employer or Authorized Signatory
- List of Ships and registration  
With IMO number and vessel details

**PRINCIPAL:**

**MANNING AGENCY:**

- Payment
- Interview
- Ocular Inspection

**REMARKS**

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