

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

*Royal Embassy of  
Saudi Arabia  
Manila*



مَسَارَاتُ الْمَلِكَةِ الْعَرَبِيَّةِ الْمَوْحِدَةِ السُّعُودِيَّةِ

مَانِيلا

#### MEMORANDUM

To : All Saudi Embassy-Accredited Recruitment Agencies  
From : Royal Embassy of Saudi Arabia  
Date : 11 December 2013  
Subject : Accurate Entry of Biological Features of Visa Applicants (hand-prints and face)

In view of the commencement of the trial period for the implementation of the registration of the biological features of visa applicants (hand-prints and face), the Embassy requires compliance in the accurate entry of all data of visa applicants, particularly the names whether in Arabic or English. The names of Arab passport holders must be written in the specified spaces upon registration in accordance with what is written in their passports.

**For strict compliance.**

*Royal Embassy of  
Saudi Arabia  
Manila*

شبكة العمل السعودي



سفارة المملكة العربية السعودية  
مانيلا

### MEMORANDUM

To : All Saudi Embassy-Accredited Recruitment Agencies  
From : Royal Embassy of Saudi Arabia  
Date : 11 December 2013  
Subject : Issuance of Warnings on Violations

The Royal Embassy of Saudi Arabia would like to inform that erring Saudi Embassy-accredited recruitment agencies will be given warnings for committing the following violations:

1. Non-compliance with the required interview for work categories of barber, and masseur/masseuse
2. No visa payment
3. Non-submission of the Overseas Employment Certificate (OEC)
4. Non-submission of medical certificate
5. Non-submission of diploma as applicable
6. Non-submission of the National Bureau of Investigation (NBI) Clearance
7. Non-submission of tribal affiliation certificate from National Commission on Muslim Filipinos (NCMF) (for Muslim visa applicants)
8. Non-submission of authority
9. Non-submission of driver's license (for driver work category)
10. Submission of visa applications of under-aged and over-aged visa applicants
11. Discrepancy in the details appearing in the Overseas Employment Certificate (OEC) particularly in the name of the recruitment agency from the authorized recruitment agency
12. Submission of visa application of an applicant who is **medically unfit**
13. Absence of agency sticker on passport cover of visa applicant
14. Encoding of visa application by **a recruitment agency different from the authorized recruitment agency**

**For strict compliance.**

**ROYAL EMBASSY OF SAUDI ARABIA**

سَمَاءُ الْمَلِكَةِ الْعَبْدَةِ الْمُتَعَزِّبَةِ السُّعُودِيَّةِ

*Royal Embassy of  
Saudi Arabia  
Manila*



سَمَاءُ الْمَلِكَةِ الْعَبْدَةِ الْمُتَعَزِّبَةِ السُّعُودِيَّةِ  
مَانِيلاً

### MEMORANDUM

To : All Saudi Embassy-Accredited Recruitment Agencies  
From : Royal Embassy of Saudi Arabia  
Date : 12 December 2013  
Subject : Liaison Officers (L.O.) of Recruitment Agencies  
Must Ensure Number of Passports Received from  
Embassy's Consular Section Counter Tally with  
Number of Passports Filed on the Same Day

As all visa applications, cancellation, authentication, and claims received by the Embassy will be released on the same day of filing (whether approved or rejected), all liaison officers of recruitment agencies accredited to the Embassy should ensure the number of passports received from the counter of the Consular Section tally with number of passports filed on the same day. They should not leave the counter unless they have informed the consular officer immediately in case of a shortage in the number of passports received.

Any claim of passports by a liaison officer after he/she has left the counter will not be accepted and the recruitment agency, having violated the instructions, will be suspended for one month from the date of the claim.

**For strict compliance.**

**ROYAL EMBASSY OF SAUDI ARABIA**

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

*Royal Embassy of  
Saudi Arabia  
Manila*



مَسَارَاة الْمَلِكَة الْعَرَبِيَّة السُّعُودِيَّة  
مَانِيلا

### MEMORANDUM

To : All Saudi Embassy-Accredited Recruitment Agencies  
From : Royal Embassy of Saudi Arabia  
Date : 12 December 2013  
Subject : Two Warnings to Recruitment Agencies Misleading Visa Sponsors by Their False Claims Visa Applications are Pending in Saudi Embassy to Justify Manpower  
Deployment Delay

The Embassy has been receiving many calls and inquiries from Saudi nationals and companies in Saudi Arabia due to some recruitment agencies informing them that the visa applications belonging to them are still pending in the Embassy for several days or weeks so as to evade their responsibility in the delay of deployment of applicants and its consequences. In as much as all visa applications, cancellation, authentication, and claims received by the Embassy will be released on the same day, whether approved or rejected, the Embassy will be recording two warnings to the recruitment agency which has misled the beneficiary of the visa (sponsor) once it has confirmed the veracity of the complaint.

**For strict compliance.**

**ROYAL EMBASSY OF SAUDI ARABIA**

Royal Embassy of  
Saudi Arabia  
Manila

مملكة العربية السعودية



سفارة المملكة العربية السعودية  
فيليبين

مانيلا

**URGENT**

**MEMORANDUM**

To : All Saudi Embassy-Accredited Recruitment Agencies  
From : Royal Embassy of Saudi Arabia  
Date : 30 January 2014  
Subject : Authority

Kindly be informed that effective 3<sup>rd</sup> February 2014, this Embassy advises all Saudi Embassy-accredited recruitment agencies to implement the following requirements pertaining to Authority to wit:

First: Working Visa (for companies and establishments)

Electronic authority must be authenticated by the Chamber of Commerce and Industry in the Kingdom.

Second: Working Visa (for government offices and agencies in the Kingdom)

Copy of authority must be attached with the visa application form of each applicant's passport.

Third: Working Visa (for household workers)

- Electronic authority issued by the Saudi recruitment agency in the Kingdom duly attested by the Ministry of Labor and Social Affairs in the Kingdom.
- Written authority issued by Saudi Embassy in Manila upon the personal request of the Employer with his presence.

This Embassy wishes the strict compliance of all Saudi Embassy-accredited recruitment agencies with the content of this memorandum. Any violation shall be dealt with appropriate action.



**ROYAL EMBASSY OF SAUDI ARABIA**

الرقم: 6/22/1241 التاريخ: ١٤ الموافق: ٢٠ المرفقات:

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

*Royal Embassy of  
Saudi Arabia  
Manila*



مَنَافِعُ الْمَلِكَةِ الْعَرَبِيَّةِ الْمَسْعُودِيَّةِ  
مَانِيلا

## Memo

The Royal Embassy of Saudi Arabia would like to inform that erring Saudi Embassy-accredited recruitment agencies will be given warnings for committing the following violations:

1. Non-compliance with the required interview for work categories of barber, and masseur/masseuse
2. No visa payment
3. Non-submission of the Overseas Employment Certificate (OEC)
4. Non-submission of medical certificate
5. Non-submission of diploma as applicable
6. Non-submission of the National Bureau of Investigation (NBI) Clearance
7. Non-submission of tribal affiliation certificate from National Commission on Muslim Filipinos (NCMF) (for Muslim visa applicants)
8. Non-submission of authority
9. Non-submission of driver's license (for driver work category)
10. Submission of visa applications of under-aged and over-aged visa applicants
11. Discrepancy in the details appearing in the Overseas Employment Certificate (OEC) particularly in the name of the recruitment agency from the authorized recruitment agency
12. Submission of visa application of an applicant who is **medically unfit**
13. Absence of agency sticker on passport cover of visa applicant
14. Encoding of visa application by **a recruitment agency different from the authorized recruitment agency**

**For strict compliance.**

Consular Section

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

*Royal Embassy of  
Saudi Arabia  
Manila*



مَسْفَرَةُ الْمَلِكَةِ الْحَيْمَةَ السُّعُودِيَّةِ

مَانِيلا

## Memorandum

As all visa applications, cancellation, authentication, and claims received by the Embassy will be released on the same day of filing (whether approved or rejected), all liaison officers of recruitment agencies accredited to the Embassy should ensure the number of passports received from the counter of the Consular Section tally with number of passports filed on the same day. They should not leave the counter unless they have informed the consular officer immediately in case of a shortage in the number of passports received.

Any claim of passports by a liaison officer after he/she has left the counter will not be accepted and the recruitment agency, having violated the instructions, will be suspended for one month from the date of the claim.

**For strict compliance.**

**Consular Section**

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Royal Embassy of  
Saudi Arabia  
Manila



سَفَارَةُ الْمَلِكَةِ الْعَرَبِيَّةِ الْمَسْعُودِيَّةِ

مانيلا

### MEMORANDUM

To : All Saudi Embassy-Accredited Recruitment Agencies  
From : Royal Embassy of Saudi Arabia  
Date : 12<sup>TH</sup> February 2013  
Subject : Prohibition of Handing OFWs' Passports Over to Saudi Nationals  
for Visa Issuance Transaction

Kindly be informed that this Embassy has observed recently that some recruitment agencies were handing OFWs' passports over to Saudi nationals for the latter to do the entire procedures for the issuance of visa for all worker categories. Such acts result to Saudi nationals being subjected to legal interrogations despite the fact that this Embassy has previously issued a memorandum to all recruitment agencies in this regard.

Therefore, the Embassy would like to remind all recruitment agency owners to cease from handing OFWs' passports over to Saudi nationals. Should the Embassy find out that any recruitment agency has committed this violation, it will cancel immediately its accreditation of the agency effective from that day thereof.

For strict compliance.



ROYAL EMBASSY OF SAUDI ARABIA

Received for : \_\_\_\_\_  
(Name of Recruitment Agency)  
by  
Printed Name : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Date : \_\_\_\_\_

الرقم : \_\_\_\_\_ التاريخ : 6/ 14 هـ الموافق : \_\_\_\_\_ م 20 المرفقات : \_\_\_\_\_



مملكة العربية السعودية

Royal Embassy of  
Saudi Arabia  
Manila



سفارة المملكة العربية السعودية

مانيلا

No. 6/1574

**EXTREMELY URGENT**

**MEMORANDUM**

To : All Saudi Embassy-Accredited Recruitment Agencies  
From : Royal Embassy of Saudi Arabia  
Date : 19<sup>TH</sup> February 2014  
Subject : Authority

With reference to the Embassy's Memorandum No. 6/22/1241 dated 30 January 2014, the Embassy hereby advises that effective Monday, 03 March 2014, all Saudi Embassy-accredited recruitment must comply and implement the following requirements pertaining to Authority to wit:

- First : Working Visa (for companies and establishments)
- \* Electronic authority must be authenticated by the Chamber of Commerce and Industry in the Kingdom or duly licensed Saudi recruitment office.
- Second: Working Visa (for government offices and agencies in the Kingdom)
- \* Copy of authority must be attached with the visa application forms and requirements of each applicant's passport.
- Third : Working Visa (for household workers)
- \* Electronic authority issued by duly accredited recruitment office by the Ministry of Labor and Social Affairs in the Kingdom and Copy of Recruitment Agreement between the Saudi recruitment office and the Philippine recruitment agency
  - \* Written authority issued by the Saudi Embassy in Manila upon the personal request of the Employers with his presence (in case of direct hiring)..

الرقم : 6/1574 التاريخ : ١٤ هـ الموافق : ٢٠ م المرفقات :

Second copy

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Royal Embassy of  
Saudi Arabia  
Manila



سفارة المملكة العربية السعودية في  
مانيلا

مانيلا

This Embassy wishes the strict compliance of all Saudi Embassy-accredited recruitment agencies with the content of this memorandum. Any violation shall be dealt with appropriate action.

ROYAL EMBASSY OF SAUDI ARABIA  
MANILA

Received for : \_\_\_\_\_  
(Name of Recruitment Agency)

By: \_\_\_\_\_  
Printed Name : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Date : \_\_\_\_\_



الرقم

الرقم : \_\_\_\_\_ التاريخ : \_\_\_\_\_ ١٤ هـ الموافق : \_\_\_\_\_ ٢٠ م المرفقات :

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Royal Embassy of  
Saudi Arabia  
Manila



سَفَارَةُ الْمَمْلَكَةِ الْعَرَبِيَّةِ السُّعُودِيَّةِ

مانیلا

No. 6/1575

MEMORANDUM

To : All Saudi Embassy-Accredited Recruitment Agencies  
From : Royal Embassy of Saudi Arabia (Consular Section)  
Date : 19<sup>th</sup> February 2014  
Subject : Warning against transacting with Illegal  
Recruitment Agents

This Embassy warns all Saudi Embassy-accredited recruitment agencies against transacting with Arab illegal recruitment agents including Saudi nationals and others who are arriving in the Philippines with employment visas which do not pertain nor belong to them personally, except with those who have authority issued by the Saudi Embassy in Manila as well as proprietors of duly-licensed Saudi recruitment offices.

This Embassy affirms that any agency caught transacting with illegal recruitment agents will be meted the sanction of immediate cancellation of its accreditation with the Embassy effective from the date of having committed the undesirable transaction.

**For strict compliance.**

ROYAL EMBASSY OF SAUDI ARABIA  
MANILA

Received for : \_\_\_\_\_  
(Name of Recruitment Agency)

By:  
Printed Name : \_\_\_\_\_

Signature : \_\_\_\_\_

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



\_\_\_\_\_

الرقم : 6/1575 التاريخ : ١٤ هـ الموافق : ٢٠ م المرفقات :



MEMORANDUM

To : All Saudi Embassy-Accredited Recruitment Agencies  
From : Royal Embassy of Saudi Arabia (Consular Section)  
Date : 26<sup>th</sup> February 2014  
Subject : Warning Regarding Disclosure of User Name and PIN Number for INJAZ System to Unauthorized Persons; Requirement to Provide the Embassy with Copy of Acknowledgement by Authorized Personnel of Having Received User Name and PIN Number as soon as possible

The Embassy has observed recently that many Saudi Embassy-accredited recruitment agencies are giving or disclosing the User Name and PIN Number for the INJAZ System to unauthorized personnel of the recruitment agencies.

As such, this Embassy draws the attention of all owners of the Saudi Embassy-accredited recruitment agencies to adhere to the restriction in disclosing and giving the User Name and PIN Number only to those authorized personnel of their offices. Moreover, this Embassy requests all recruitment agencies to provide it with the copy of acknowledgement by authorized personnel of having received user name and PIN Number as soon as possible.

Being aware as instructed that said User Name and PIN Number should not be used by any unauthorized person/s, any recruitment agency caught violating this directive will be dealt with appropriate action.

**For strict compliance.**

ROYAL EMBASSY OF SAUDI ARABIA  
MANILA

Received for : \_\_\_\_\_  
(Name of Recruitment Agency)  
By: \_\_\_\_\_  
Printed Name : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Date : \_\_\_\_\_



الرقم : 1666 / التاريخ : ١٤ هـ الموافق : ٢٠ م المرفقات :