

**[ POEA MEMORANDUM CIRCULAR NO. 14, s. 2003,  
April 14, 2003 ]**

**GUIDELINES ON TRANSFER OF ACCREDITATION/REGISTRATION  
OF FOREIGN PLACEMENT AGENCIES (FPAS)**

Pursuant to Sec. 10, Rule I, Part III of the 2002 POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Workers, the following guidelines shall govern the transfer of registration/accreditation of foreign placement agencies:

**I. Coverage**

Foreign Placement Agencies (FPAs) that have valid registration or accreditation with a Philippine Recruitment Agency (PRA) may transfer their registration or accreditation to another PRA upon submission of the necessary requirements. These guidelines shall not apply to FPAs whose registration or accreditation has already expired.

**II. Requirements for transfer of registration/accreditation**

1. Revocation by the FPA of the Special Power of Attorney (SPA) granted to the former agent. The revocation shall be notarized or certified or authenticated by the Chamber of Commerce or Notary Public or other similar offices in the jobsite;
2. Notice of the FPA to the previous agent of such revocation;
3. Application of the new agent for the transfer of registration or accreditation;
4. Verified SPA issued to the new agent, Manpower request and Master Employment Contract Verification shall be done by the Philippine Overseas Labor Office (POLO) nearest the worksite prior to registration.
5. Affidavit of assumption of responsibility by the transferee agent.

**III. Action on the application for transfer of registration/accreditation**

1. Upon receipt of the application for the transfer of registration or accreditation, the Administration shall notify the previous agency of such application.
2. The Administration shall act on the request for transfer of registration or accreditation within twenty-four (24) hours upon submission of all requirements by the new transferee agency, provided there are no legal impediments or orders prohibiting such action.
3. Moreover, in accordance with Section 11 of the same Rule, claims for money or enforcement of obligations arising out of business relations between the FPA