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Your trusted consultancy in education and careers, connecting futures and building success.

FORM VWS-EDD-01

Employer Due Diligence and Recruitment Checklist

REFERENCE NO. (OFFICE) _____

As part of our standard due diligence process, Visa World Solutions requires every employer to complete this checklist and supply the supporting documents listed before any recruitment begins. Please write clearly in BLOCK CAPITALS, tick each box to confirm, initial every page, and sign the declaration on the final page.

Employer Details

COMPANY LEGAL NAME _____

COMPANY REGISTRATION NUMBER _____

COUNTRY OF REGISTRATION _____

INDUSTRY / SECTOR _____

CONTACT PERSON (FULL NAME) _____

POSITION / TITLE _____

TELEPHONE _____

EMAIL ADDRESS _____

WEBSITE _____

DATE COMPLETED _____

REGISTERED ADDRESS (FULL) _____

ADDRESS OF PLACE OF WORK (IF DIFFERENT) _____

1 Section 1: Company Information and Verification

		TICK
1.1	Certificate of company registration / incorporation provided	☐
1.2	Tax or VAT registration number provided: _____	☐
1.3	Valid trade or business licence for the relevant industry provided	☐
1.4	Company website address and company profile provided: _____	☐
1.5	Official request letter on company letterhead, signed by an authorised signatory, provided	☐
1.6	We consent to a site visit of our premises and workplace by Visa World Solutions	☐
1.7	Company bank statements for the last 12 months provided	☐
1.8	We confirm the company has the financial capacity to pay all salaries for the full contract period	☐
1.9	Details and identification of the authorised HR manager or director provided	☐
1.10	Number of foreign nationals currently employed: _____ Nationalities: _____	☐
1.11	We confirm there are no outstanding labour-law penalties, claims or disputes against the company	☐

2 Section 2: Authorisation and Legal Documentation

		TICK
2.1	Proof of authorisation to employ foreign nationals (work-permit quota or labour-market approval) provided	☐
2.2	Official demand letter on company letterhead (positions, numbers, salary and conditions) provided	☐
2.3	Power of attorney authorising Visa World Solutions to recruit on our behalf provided	☐
2.4	Draft employment contract for each position provided in English	☐
2.5	We will arrange attestation of documents by the relevant embassy or authority where required	☐
2.6	We will apply for the work permits and support all visa applications	☐
2.7	Expected processing time for work permits and visas: _____	☐

3 Section 3: Vacancy and Job Specification

		TICK
3.1	Full job specification for each position provided	☐
3.2	Number of candidates required for each position confirmed	☐
3.3	Required skills, experience, qualifications and age range confirmed	☐
3.4	Language requirement: _____	☐
3.5	Selection method: ☐ Video interview ☐ In-person interview ☐ Trade test	☐
3.6	Date by which employees are required: _____	☐
3.7	Type of employment: ☐ Permanent ☐ Fixed-term ☐ Seasonal / sessional	☐
3.8	Contract duration and probation period: _____	☐
3.9	Contract renewable: ☐ Yes ☐ No	☐
3.10	Full address of the place of work: _____	☐
3.11	We will notify Visa World Solutions in writing before transferring any employee to another site	☐

4 Section 4: Remuneration, Working Hours and Overtime

		TICK
4.1	Monthly salary for each position: _____	☐
4.2	Salary is stated as ☐ Gross ☐ Net , with all taxes and deductions explained in writing	☐
4.3	Salary paid monthly by bank transfer on day: _____	☐
4.4	Working hours per day: _____ Working days per week: _____	☐
4.5	Weekly rest day(s) confirmed in the contract	☐
4.6	Overtime is paid at a rate of: _____ Maximum overtime hours per month: _____	☐
4.7	Paid annual leave (days per year): _____ Public holidays confirmed	☐
4.8	Any bonus, end-of-service or gratuity entitlement confirmed in writing	☐

5 Section 5: Accommodation, Meals and Travel

		TICK
5.1	Accommodation: ☐ Provided free of charge ☐ Provided with deduction ☐ Not provided	☐
5.2	Accommodation is safe, clean and has kitchen and bathroom facilities; maximum occupants per room: _____	☐
5.3	Meals: ☐ Provided ☐ Meal allowance ☐ Self-catering	☐
5.4	Transport between accommodation and workplace provided	☐
5.5	Outbound air ticket to the place of work paid by the employer	☐
5.6	Return air ticket on completion of contract paid by the employer	☐

6 Section 6: Insurance and Health

		TICK
6.1	Medical / health insurance provided; premium paid by: _____	☐
6.2	Workplace accident insurance and compensation provided	☐
6.3	Sick pay policy provided in writing	☐
6.4	Pre-employment medical requirements: _____	☐
6.5	In the event of death in service, the employer covers repatriation costs and family compensation	☐

7 Section 7: Employee Welfare and Protection

		TICK
7.1	No recruitment fee or related cost will be charged to any employee by the employer	☐
7.2	Employees will retain their own passports and personal documents at all times	☐
7.3	Employees will not be deployed to, or required to work in, any war, conflict or military zone, nor undertake any military duties	☐
7.4	Employees will perform only the duties stated in their employment contract	☐
7.5	Employees may contact Visa World Solutions and their embassy at any time	☐
7.6	A formal grievance procedure and named contact person are in place: _____	☐
7.7	If employment ends early or the company ceases trading, the employer will pay the employee's return travel	☐
7.8	The company complies with all applicable labour, health and safety laws	☐

8 Section 8: Commercial Terms with Visa World Solutions

		TICK
8.1	Service fee agreed: _____	☐
8.2	Payment terms agreed in writing	☐
8.3	Replacement guarantee agreed should an employee leave or be rejected	☐
8.4	A signed service agreement with Visa World Solutions will be in place before recruitment begins	☐

9	Section 9: Supporting Documents Enclosed	TICK
9.1	Certificate of registration and trade / business licence	☐
9.2	Official request letter and company profile	☐
9.3	Bank statements for the last 12 months	☐
9.4	Proof of authorisation to employ foreign nationals	☐
9.5	Demand letter and power of attorney	☐
9.6	Job specifications and draft employment contracts	☐
9.7	Identification of the authorised signatory	☐

10 Section 10: Declaration

I, the undersigned, confirm that I am authorised to sign on behalf of the company named in this checklist, that the information provided and the enclosed documents are true, complete and accurate, and that the company will meet every condition confirmed in this checklist for all employees recruited through Visa World Solutions Ltd. I understand that Visa World Solutions may verify any information supplied and may decline to proceed if any information is found to be inaccurate.

FULL NAME OF AUTHORISED SIGNATORY _____

POSITION / TITLE _____

SIGNATURE _____

DATE _____

Company stamp

FOR VISA WORLD SOLUTIONS OFFICE USE ONLY

REVIEWED BY _____

DATE RECEIVED _____

SITE VISIT DATE _____

SIGNATURE _____

Documents verified: ☐ Yes ☐ No Approved to proceed: ☐ Yes ☐ No

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