



Embassy of the Republic of the Philippines  
MIGRANT WORKERS OFFICE  
BERLIN



**ADVISORY NO. MWOB-BELUX-2025-01**  
**24 February 2025**

**OWWA MEMBERSHIP REGISTRATION / RENEWAL IN BELGIUM & LUXEMBOURG**

The Migrant Workers Office (MWO) in Berlin invites all Overseas Filipino Workers (documented or undocumented) in Belgium & Luxembourg to register or renew their OWWA membership ONLINE. Payment of the Membership Fee is valid for two (2) years.

**Procedure and requirements for the online OWWA membership registration/renewal:**

1. Save in your smartphone/electronic gadget (**image file or PDF, combined limit up to 4 MB only**) the following requirements for uploading:
  - a. Copy of valid Philippine passport; and
  - b. Copy of proof of employment - any of the following: contract, pay slip, certificate of employment (**may kasalukuyang petsa**), work visa or work permit).In the absence of a contract of employment, you may use the **attached template for Certificate of Employment** [Certificate of Employment template.docx - Google Docs](#)
2. Register at <https://membership.owwa.gov.ph> and fill out the Online Membership Application form;  
*(Note: Indicate your correct email address to receive OWWA's system-generated reply; the correct order of name should be **(LAST/FIRST/MIDDLE NAME)**. Special characters (like German umlauts/SPANISH Ñ) are not accepted in the system.*
3. Only one (1) application per member shall be entertained (Other application will be automatically denied/disapproved).
4. Please wait for the evaluation of your application. If approved, instruction to pay shall be sent to your email account indicating the OWWA bank account details for payment of membership fee in Euro currency (equivalent to US\$25.) Bank charges shall be paid by the OFW. Membership fee changes every month depending on the prevailing rate.

**IMPORTANT:**

When paying the membership fee, please be guided below in writing your FULL NAME and amount paid for purposes of monitoring in the Bank Statement and issuance of your Official Receipt.

**Name of OFW member** : **LAST NAME/FIRST NAME/MIDDLE NAME**  
**Amount Paid** (*pls fill up amt*) : **Euro** \_\_\_\_

Please click this link to know more about the benefits and programs of OWWA:

<https://drive.google.com/file/d/1SJrllizz2jARmutJQPhu2y5K9KdV6ufl/view?usp=drivesdk>

For inquiries, please contact (OWWA Berlin hotline/whatsapp): [owwamemb@gmail.com](mailto:owwamemb@gmail.com) / +4915237657614 (whatsapp)