

Direction: Please submit the following requirements according to the list. Make sure that each document is properly and completely accomplished. (example: name & signature of witnesses; date & place of signing; all signature of owner should be with agency chop).

**CONSULATE
REMARKS**

PART A: Please submit ONE COPY of the following:

1. Letter Request addressed to the Labor Attaché requesting for verification of accreditation documents.
2. Information Sheet (form provided, please fill up completely).
3. a. Valid license of HK agency (please show the original copy)
b. Valid Business Registration (please show the original copy)
c. HK ID of the owner / licensee and recent one 1x1 photograph
4. License of Philippine Agency with certified-true-copy chop of POEA
5. Latest Job Order Balance Report from POEA.

PART B: Please submit THREE SETS of the following: (1 original and 2 photocopies)

1. **Recruitment Agreement** with Philippine counterpart duly notarized by NOTARY PUBLIC
2. **Special Power of Attorney (SPA)** issued to the Philippine Agent duly notarized by NOTARY PUBLIC in Hong Kong
3. a. **Joint Affidavit** in compliance with DOLE Department Order No. 13, Series of 1994 and No Placement Fee Policy per Dept. Order No. 34, Series of 1996 duly notarized by the NOTARY PUBLIC
3. b. **Agency's Undertaking** for the promotion of welfare and protection of workers, duly notarized by NOTARY PUBLIC in Hong Kong
4. **Sworn Statement / Declaration** of the owner of Hong Kong Agency stating that both the Hong Kong Agency and the Hong Kong Agency Owner have no derogatory record. Duly notarized by NOTARY PUBLIC in Hong Kong
5. **Job Order (JO)** manpower request addressed to the Philippine agency/counterpart

PART C: Please submit THREE (3) PHOTOCOPIES of the following:

1. **License** of Hong Kong Agency
2. **Business Registration** of Hong Kong Agency

PART D: Please submit 4 ORIGINAL COPIES

1. **Standard Employment Contract** for Household Service Workers. One set, four pieces, with official agency chop at the bottom right hand corner of page 1

REQUIREMENTS FOR RENEWAL of ACCREDITATION