

Please Use HK Agency Letterhead

DATE

NAME OF PHILIPPINE AGENCY REPRESENTATIVE

NAME OF PHILIPPINE AGENCY

OFFICE ADDRESS OF PHILIPPINE AGENCY

Dear Mr./Ms. _____ :

Please screen, recruit, process and deploy the following:

Number of Workers: 100

Classification: Domestic Helpers

Proposed Wages: HK\$4,210.00/month

Food Allowance: HK\$ 995.00

This is a **re-validation of the remaining balance** as of _____ of the Job Order which was originally approved by POEA on _____ with JO ID No. _____.

Terms and Conditions:

1. The Domestic Helper will be working in Hong Kong SAR only.
2. Free airline tickets from Philippines to Hong Kong SAR.
3. Other terms and conditions as provided in the Hong Kong SAR Standard Employment Contract for Foreign Domestic Helpers.

Thank you very much.

Very truly yours,

Signature over printed name of HK agency owner
AGENCY CHOP