

PROCEDURE:

1. Go to **WINDOW 4 or 5** for Verification of Contract (HK\$ 80.00)
2. Pay at **WINDOW 7, 8 or 9** for OWWA membership (HK\$ 196.00)
3. **ON the releasing date, Go to CASHIER** (Counter 1, 2 or 3) at the PCG pay HK\$200 for authentication fee **AND THEN** proceed to Counter 12.

PHILIPPINE CONSULATE GENERAL - PHILIPPINE OVERSEAS LABOR OFFICE

RECONTRACT
OFW Information Sheet

REQUIREMENTS:

1. Completely filled up OFW Information Sheet
2. Copy of Employer's Hong Kong I.D.
3. Copy of Helper's Hong Kong I.D.
4. Copy of Passport (photo page with picture and signature of Worker)
5. Copy of Working Visa Sticker (the one that will expire/finish)
6. Original or copy of Current Contract (the one that will expire/finish)
7. **New Employment Contract** (4 Pieces with same numbers/series)
8. **OWWA Membership** (can be obtained at Window 7,8, or 9 upon OWWA membership payment)

Processing Fees

- OWWA:** HK\$ 196.00
- VERIFICATION:** HK\$ 80.00
- AUTHENTICATION:** HK\$ 200.00

Note: Application will only be accepted if the helper's visa is expiring/ will be finished 60 days on or before the date of submission. Employment contracts will NOT be processed if this information sheet is not fully answered and if the required documents are incomplete.

Name : _____
Last Name
First Name
Middle Name

HK ID Number : _____ Passport Number : _____

Age : _____ Passport Valid Until : _____

Sex (*M – Male; F – Female*) : _____ Visa Expires On : _____

Date of Birth : _____ Religion : _____

Place of Birth : _____ Highest Educational Attainment (✓):
 Elementary
 College
 High School
 Others

Employer's Name : _____ New Contract No. : _____

Employer's HK ID No. : _____ Old Contract No. : _____

CONTACT INFORMATION

HONG KONG	PHILIPPINES
Your address :	Your address :
Landline number :	Landline number :
Mobile number :	Mobile number :
Name of reference person :	Name of reference person :
Relationship :	Relationship :
His/ Her contact number :	His/ Her contact number :

DOMESTIC HELPER'S FULL DECLARATION AND AUTHORIZATION TO WITHHOLD

Revised July2013

- I, _____ of legal age, do hereby declare:
- A. that the above information is true and correct to the best of my knowledge;
 - B. that I file this new Employment Contract in Philippine Consulate General HK SAR without the involvement, assistance or participation, in any nature or whatsoever, of an employment agency; and
 - C. that I am giving full authority and consent to Philippine Overseas Labor Office (POLO) to withhold all documents related to my application should there be any discrepancy or violation in this declaration.

This declaration is executed in connection with the verification of the aforesaid employment contract under Re-contract / Same Employer at the Philippine Overseas Labor Office (POLO) – Philippine Consulate General Hong Kong SAR.

_____ Date _____ Signature



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF LABOR AND EMPLOYMENT
OVERSEAS WORKERS WELFARE ADMINISTRATION



Please fill-out this form legibly.

OFW INFORMATION SHEET

FOR OWWA USE ONLY:
LAST PAYMENT OF OWWA CONTRIBUTION
OR Number: _____
OR Date: _____
Validity: _____
Verified by: _____

Date: _____

PERSONAL DATA

Last Name _____ First Name _____ Name Ext. (e.g. Jr., III) _____ Middle Name _____

Philippine Address: _____
House No. _____ Lot No. Block No. Phase No. _____ Street _____ Subdivision _____

Barangay _____ Municipality/City _____ Province _____ Zipcode _____

Tel. No.: _____ E-mail Address: _____ Passport No.: _____

Birthdate: ___/___/___ Sex: _____ Religion: _____ Civil Status: _____

Highest Educational Attainment: _____ Course: _____

CONTRACT PARTICULARS

Name of Company/Employer: _____

Address: _____

Tel No.: _____ Jobsite/Country: HONG KONG

Position: DOMESTIC HELPER Monthly Salary/Currency: HK\$ Contract Duration: 24 months

Name of Agency (if applicable): _____

LEGAL BENEFICIARIES/QUALIFIED DEPENDENTS

Name	Relationship	Date of Birth	Address	Contact No./E-mail Address
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I hereby certify that the above information is true and correct.

SIGNATURE & MOBILE No. of Worker