

TRANSFER

OFW Information Sheet

Procedure:

Queue up and submit your documents for Contract Verification & OWWA membership at Counters 3-9.

PLEASE DON'T USE ERASABLE PEN!

REQUIREMENTS (Please prepare the requirements in ORDER)

1. Completely fill out THIS FORM.
2. Photocopy of Employer's Hong Kong I.D.
3. Photocopy of Helper's Hong Kong I.D.
4. **Original and Photocopy of PASSPORT**
5. Copy of **Working Visa Sticker** (the one that will expire/finish)
6. **Original Current Contract** (the one that will expire/finish)
7. Four pieces of new **Original Employment Contract** (with the same numbers/series)
8. Photocopy of ***Application for Change of Employment** from Hong Kong Immigration (**ID522**)
**Applies to helper whose employment contract was pre-terminated.*
9. Completely fill out **OWWA OFW Information Sheet**.

Processing Fees

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

Note: Application will only be accepted **30 DAYS** prior to the worker's **EXPIRING VISA**. To be submitted only by **HELPER** or **EMPLOYER**.
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 : _____ ID522 Appointment Date : _____

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

Civil Status (*S-Single; M – Married; W – Widow/er; SD – Separated;*) : _____

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

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

CONTACT INFORMATION

HONG KONG	PHILIPPINES
New employer's address :	Your Philippine address :
New employer's phone number:	Landline number:
Your mobile number :	Mobile number:
Reference person to be called :	Reference person to be called :
Relationship :	Relationship :
His/ Her phone number :	His/ Her phone number:

Revised: Jan2019jpv

DOMESTIC HELPER'S FULL DECLARATION AND AUTHORIZATION TO WITHHOLD

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 in Hong Kong 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 Transfer / Change Employer at the Philippine Overseas Labor Office (POLO) – Philippine Consulate General in Hong Kong.

Date

Signature





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



PLEASE FILL-OUT THIS FORM LEGIBLY

OFW INFORMATION SHEET

OWWA FORM

FOR OWWA USE ONLY
LAST PAYMENT OF OWWA CONTRIBUTION

OR NUMBER _____
OR DATE _____
VALIDITY DATE _____
VERIFIED BY _____

DATE FILE _____

OFW PERSONAL DATA

(LAST NAME)	(FIRST NAME)	(MIDDLENAME)	(SUFFIX NAME) <small>(SAMPLE JR. SR. III, JRA)</small>
PHILIPPINE PERMANENT ADDRESS _____			
	<small>(HOUSE NO.)</small>	<small>(LOT NO. BLK NO. PHASE NO.)</small>	<small>(STREET)</small>
			<small>(SUBDIVISION)</small>
_____ <small>(BARANGAY)</small>		_____ <small>(MUNICIPALITY/CITY)</small>	
		_____ <small>(PROVINCE)</small>	
		_____ <small>(ZIP CODE)</small>	
PHIL. MOBILE NO. _____	EMAIL/FACEBOOK _____	PASSPORT NO. _____	
BIRTHDATE. ____/____/____ <small>MM DD YYYY</small>	GENDER _____	RELIGION _____	CIVIL STATUS _____
HIGHEST EDUCATIONAL ATTAINMENT _____		COURSE _____	

CONTRACT PARTICULARS

COMPANY NAME _____ REGISTRATION CERT. NO. _____

EMPLOYER NAME _____ **EMPLOYER HK ID NO.** _____

ADDRESS _____

EMPLOYER CONTACT NO. _____ JOBSITE / COUNTRY _____

OFW POSITION _____ OFW MONTHLY SALARY / CURRENCY _____ OFW CONTRACT DURATION _____

AGENCY NAME (if applicable) _____

LEGAL BENEFICIARIES/QUALIFIED DEPENDENTS

<u>FULL NAME</u>	<u>RELATIONSHIP</u>	<u>DATE OF BIRTH</u> <small>MM/DD/YYY</small>	<u>COMPLETE ADDRESS</u>	<u>CONTACT NO. EMAIL ADDRESS</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(SIGNATURE OF WORKER / OFW HK MOBILE NO.)