

**PROCEDURE:**

1. Go to **WINDOW 19** or **20** for payment of **OWWA membership (HK\$ 196.00)** and **verification fee (HK\$ 80.00)**
2. Then submit all requirements to **CASHIER** at Window **1, 2 or 3** and pay **authentication fee (HK\$ 200.00)**

PHILIPPINE CONSULATE GENERAL - PHILIPPINE OVERSEAS LABOR OFFICE

# RECONTRACT

## OFW Information Sheet

**REQUIREMENTS:**

1. Completely filled up **OFW Information Sheet**
2. Photocopy of **Employer's Hong Kong I.D.** (if not available, can be submitted on the release date)
3. Photocopy of **Helper's Hong Kong I.D.**
4. Photocopy of **Passport** (front page with picture and signature of Worker)
5. Photocopy of current **Visa** (the one that is going to expire/finish)
6. Original or photocopy of **Old Contract** (the one that is going to expire/finish)
7. Four Pieces of the new **Employment Contract** with the same numbers/series
8. **OWWA Membership Chop** (can be obtained at Window 19 or 20 upon OWWA membership payment)

**Processing Fees**

☞ <b>OWWA:</b>	<b>HK\$ 196</b>
☞ <b>VERIFICATION:</b>	<b>HK\$ 80</b>
☞ <b>AUTHENTICATION:</b>	<b>HK\$ 200</b>

**Note:** Application will only be accepted if the helper's visa is expiring/ will be finish **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.

<b>Name</b>	:	_____	_____	_____	
		<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	
<b>HK ID Number</b>	:	_____	<b>Passport Number</b>	:	_____
<b>Age</b>	:	_____	<b>Passport Valid Until</b>	:	_____
<b>Sex</b> ( <i>M – Male; F – Female</i> )	:	_____	<b>Visa Expires On</b>	:	_____
<b>Date of Birth</b>	:	_____	<b>Religion</b>	:	_____
<b>Place of Birth</b>	:	_____	<b>Highest Educational Attainment (✓):</b>		
<b>Civil Status</b> ( <i>S-Single; M – Married; W – Widow/er; SD – Separated;</i> )	:	_____	_____ <i>Elementary</i>	_____ <i>College</i>	
			_____ <i>High School</i>	_____ <i>Others</i>	
<b>Employer's Name</b>	:	_____	<b>New Contract No.</b>	:	_____
<b>Employer's HK ID No.</b>	:	_____	<b>Old Contract No.</b>	:	_____

**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 :

Revised July2013

### 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 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 \_\_\_\_\_