

RECONTRACT

SUBMIT REQUIREMENTS TO

CASHIER

Philippine Consulate General HongKong SAR
Philippine Overseas Labor Office (POLO)

OFW INFORMATION SHEET

Note: Employment contracts will NOT be processed if this information sheet is not fully answered and if the required documents are incomplete.

REQUIREMENTS:

1. Four Pieces of Original Employment Contract with the same numbers/series
2. Photocopy of Helper's Hong Kong I.D.
3. Photocopy Passport (front page with picture and signature of Worker)
4. Photocopy of current visa (the one that is going to expire/finish)
5. Original OR photocopy of Old Contract (the one that is going to expire/finish)
6. Photocopy of Employer's Hong Kong I.D. (if not available, can be submitted on the release date)

PROCESSING FEE
HK\$ 297.50

OFW PROFILE

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

OFW CONTACT INFORMATION

HONG KONG	PHILIPPINES
Your Address :	Your Address :
Telephone No. :	Telephone No. :
Mobile No. :	Mobile No. :
Name of Person to be called :	Name of Person to be called :
Relationship :	Relationship :
His/Her address :	His/Her address :
His/Her Telephone No. :	His/Her Telephone No. :
Mobile No. :	Mobile No. :

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