TRANSFER
SUBMIT REQUIREMENTS TO
COUNTER 17

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. Original Passport
4. Original Old Contract (the one that is going to expire/finish)
5. Photocopy of Employer's Hong Kong I.D. (if not available, can be submitted on the release date)
6. Photocopy of ID 522 or Appointment Letter from HK Immigration (for helper whose contract was pre-terminated)

PROCESSING FEE
HK$ 297.50

OFW PROFILE

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:**

Civil Status *(**S** – single; **M** – Married; **W** – Widow/er; **LS** – Legally Separated; **SP** – Solo Parent)* : _____

_____ *Elementary* _____ *Others*
_____ *High School*
_____ *College; Course:* _____

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

_____ _____
Date Signature