

Attach the following **REQUIRED DOCUMENTS** together with the **COMPLETELY FILLED-UP INFORMATION SHEET** and proceed to Counter 17:

- # 1. 4 Copies of Original Contract with same numbers/series
- # 2. Photocopy of Worker's Hong Kong I.D.
- # 3. Original Passport with valid visa
- # 4. Original Old Contract
- # 5. Photocopy of Employer's Hong Kong I.D. (if not available, can be submitted upon pick-up of the processed Employment Contract, 3 working days after payment)
- # 6. For pre-terminated contract, submit **I.D. 522 or appointment letter** issued by the HK Immigration Dept.

INDIVIDUAL PROCESS
Form A

Philippine Consulate General
PHILIPPINE OVERSEAS LABOR OFFICE
 Hong Kong, SAR
OFW INFORMATION SHEET
 Sipi ng Impormasyon ng OFW

TRANSFER

Please **COMPLETE** this form in **BLOCK LETTERS**. Indicate your choice by **CHECKING** the appropriate box . (Sagutin ng malinaw ang lahat ng tanong at ilimbag sa **MALAKING LETRA**. Markahan ng **TSEK** ang kahon ng tamang sagot.)

HK ID No. _____ () **New Contract No.** _____
 Numero ng Bagong Kontrata

LAST NAME	FIRST NAME	MIDDLE NAME
Apelido	Pangalan	Gitnang Pangalan

AGE: _____ **Date of Birth:** _____ **Place of Birth:** _____
 Edad Araw ng Kapanganakan Pook ng Kapanganakan

Sex (Kasarian): Female (Babae) **Civil Status:** S M W
 Male (Lalaki) Katayuang Sibil Walang-Asawa May-asawa Biyuda/o

Religion: _____ **Legally Separated** **Solo**
 Relihiyon Hiwalay na legal Walang Asawa
 subalit may anak

Highest Educ. Attainment: Elementary High School College Course _____
 Pinakamataas na antas ng Pag-aaral Elementarya Mataas na Paaralan Kolehiyo Kurso

Passport No.: _____ **Passport Valid Until:** _____ **Visa Expires On:** _____
 Kasalukuyang Numero ng Pasaporte Ang Pasaporte ay balido hanggang Bisa ay matatapos sa

Your COMPLETE ADDRESS, CONTACT NUMBERS and PERSON TO BE CALLED IN CASE OF EMERGENCY
 Ang inyong TIRAHAN, NUMERO para kontakin at TAONG dapat tawagan sa oras ng biglaang pangangailangan

Hong Kong	Philippines
Your Address: Tirahan	Your Address: Tirahan
Telephone No. Numero ng Telepono	Telephone No. Numero ng Telepono
Mobile No.	Mobile No.
Name of Person to be called: Pangalan ng taong pwedeng tawagan	Name of Person to be called: Pangalan ng taong pwedeng tawagan
Relationship: Kaugnayan	Relationship: Kaugnayan
His/Her Address: Kanyang Tirahan	His/Her Address: Kanyang Tirahan
His/Her Telephone No. Numero ng kanyang Telepono	His/Her Telephone No. Numero ng kanyang Telepono
Mobile No.	Mobile No.

I HEREBY DECLARE THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. Aking ideneklara na ang lahat ng impormasyon sa itaas ay totoo at tama sa abot ng aking kaalaman.

_____ _____
Date **Signature**
 Petsa Lagda

WARNING: Employment Contract will not be processed if this information sheet is not fully answered and all the required documents submitted.
 BABALA: Di ipoproses ang kontrata pag di kumpleto ang sagot nitong sipi ng impormasyon at di isinumite ang lahat ng mga kailangan na dokumento