

PROCEDURE:

Go to **OWWA (Counter 3 or 4 for payment of OWWA membership) (HK\$ 196.00) and verification fee (HK\$ 80.00)**

PHILIPPINE CONSULATE GENERAL - PHILIPPINE OVERSEAS LABOR OFFICE

RECONTRACT**OFW Information Sheet****REQUIREMENTS:**

1. Completely filled up **OFW Information Sheet**
2. Copy of **Employer's Hong Kong I.D.** (may submit upon release of contract)
3. Copy of **Helper's Hong Kong I.D.**
4. Copy of **Passport** (photo page with picture and signature of Worker)
5. Copy of **Working Visa Sticker** (the one that will expire/finish)
6. Original or Copy of **Old Contract** (the one that will expire/finish)
7. **New Employment Contract** (4 Pieces with same numbers/series)
8. **OWWA Membership Chop** (can be obtained at OWWA upon OWWA membership payment)

Processing Fees

- ☞ **OWWA:** **HK\$ 196**
- ☞ **VERIFICATION:** **HK\$ 80**
- ☞ **AUTHENTICATION:** **HK\$ 200**

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.

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; SD – Separated;</i>)	:	_____	_____ <i>Elementary</i>	_____ <i>College</i>
			_____ <i>High School</i>	_____ <i>Others</i>
Employer's Name	:	_____	New Contract No.	:
Employer's HK ID No.	:	_____	Old Contract No.	:

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



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



Please fill-out this form legibly.

OFW INFORMATION SHEET

Date: _____

FOR OWWA USE ONLY:
LAST PAYMENT OF OWWA CONTRIBUTION
OR Number: _____
OR Date: _____
Validity: _____
Verified by: _____

PERSONAL DATA

Last Name

First Name

Name Ext. (e.g. Jr., III)

Middle Name

Philippine Address: _____

House No.

Lot No. Block No. Phase No.

Street

Subdivision

Barangay

Municipality/City

Province

Zipcode

Contact No.: _____ E-mail Address: _____ Passport No.: _____

Birthdate: ___/___/___ Sex: _____ Religion: _____ Civil Status: _____

Highest Educational Attainment: _____ Course: _____

CONTRACT PARTICULARS

Name of Company/Employer: _____

Address: _____

Tel No.: _____ Jobsite/Country: _____

Position: _____ Monthly Salary/Currency: _____ Contract Duration: _____

Name of Agency (if applicable): _____

LEGAL BENEFICIARIES/QUALIFIED DEPENDENTS

Name	Relationship	Date of Birth	Address	Contact No./E-mail Address
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I hereby certify that the above information is true and correct.

Signature of Worker