

For POLO Personnel Only

**CHECKLIST OF REQUIREMENTS FOR VERIFICATION
OF NEW STANDARD EMPLOYMENT CONTRACT (SEC)**

MAJOR DOCUMENTS

1. _____ INFORMATION SHEET
2. _____ 4 ORIGINAL COPIES OF SEC
3. _____ TALLY SHEET
4. _____ PHOTOCOPY OF NEW SEC

CONTRACT CATEGORY

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> NEW (1-2) | <input type="checkbox"/> TERMINATED/FINISHED (1-3) |
| <input type="checkbox"/> RENEW (1-7) | <input type="checkbox"/> TRANSFER (1-8) |

1. _____ PASSPORT OF EMPLOYEE/WORKER
2. _____ HONG KONG ID OF EMPLOYER
3. _____ HONG KONG ID OF EMPLOYEE/WORKER
4. _____ VALID VISA OF EMPLOYEE/WORKER
5. _____ COPY OF OLD CONTRACT OF EMPLOYEE/WORKER
6. _____ BM ONLINE PROFILE OF EMPLOYEE/WORKER
7. _____ PROOF OF OWWA PAYMENT/MEMBERSHIP
8. _____ COPY OF ID 522

ARE DOCUMENTS COMPLETE?

- ☐ NO - RETURN DOCUMENTS TO CLIENT
☐ YES - PROCEED TO CASHIER

EVALUATOR'S REMARKS _____