

**OFW INFORMATION SHEET (for Agency Hired Workers)**

AGENCY CODE : \_\_\_\_\_

**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:**

- { } NEW {1-2} { } TERMINATED/FINISHED {1-3}
- { } RENEW {1-7} { } TRANSFER {1-8}

**SUPPORTING DOCUMENTS**

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 \_\_\_\_\_

**CONTRACT DETAILS**

Contract Category	<input type="checkbox"/> New
	<input type="checkbox"/> Recontract
	<input type="checkbox"/> Transfer
	<input type="checkbox"/> Finished
	<input type="checkbox"/> Terminated
Contract Number	
Contract Address	
OWWA Receipt No.	

**EMPLOYEE'S DETAILS**

Worker's Name	(Surname)	(First Name)	(Middle Name)
Birthday			
Age	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Single <input type="checkbox"/> Married
Passport Number			
Passport Valid Until			
Visa Expires on			
I.D. 522 Appointment Date			
Hong Kong ID Number			
Address in the Philippines			
Contact Number			
Contact Person/Relationship			

**EMPLOYER'S DETAILS**

Employer's Name	(Surname)	(First Name)	(Middle Name)
Hong Kong ID Number		Passport No.	
Name of Employer's Spouse	(Surname)	(First Name)	(Middle Name)
Hong Kong ID Number		Passport No.	

**AGENCY DETAILS**

Hong Kong Agency	
Philippine Agency	

**CONTACT DETAILS**

HK Agency Phone Number		Employee's Phone Number	
Philippine Agency Phone Number		Employer's Phone Number	