

Philippine Consulate General
PHILIPPINE OVERSEAS LABOR OFFICE
HONG KONG

OFW INFORMATION SHEET (for Agency Hired Workers)

AGENCY CODE : MWOHK-2023-170

CONTRACT DETAILS	
Contract Category	<input checked="" type="checkbox"/> New
	<input type="checkbox"/> Recontract
	<input type="checkbox"/> Transfer
	<input type="checkbox"/> Finished
	<input type="checkbox"/> Terminated
Contract Number	A123456
Contract Address	
OWWA Receipt No.	

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

EMPLOYEE'S DETAILS			
Worker's Name	ALMADIN (Surname)	LEVY (First Name)	FAJARDO (Middle Name)
Birthday	20/05/1955		
Age	68	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married
Passport Number	P123456C		
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	CHOW SUK YEE (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	JOJO GOOD WELL EMPLOYMENT AGENCY LIMITED
Philippine Agency	PLACEWELL INTERNATIONAL SERVICES CORPORATION

CONTACT DETAILS			
HK Agency Phone Number	64656060	Employee's Phone Number	
Philippine Agency Phone Number	63285264838	Employer's Phone Number	