

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	