### **1. Eligibility to Hire a Helper**

* **Financial Requirement:**Employers must have a **minimum monthly household income of HK$15,000** or equivalent assets to qualify.
* **Residency Requirement:**The employer must be a Hong Kong resident.

### **2. Choosing a Helper**

* **Through an Agency:**Employers can hire helpers via licensed employment agencies familiar with the process.
* **Direct Hiring:**If hiring directly, ensure the helper meets the legal entry and employment requirements in Hong Kong.

### **3. Documentation and Contract**

* **Standard Employment Contract (ID 407):**Use the Government’s prescribed Standard Employment Contract, which outlines the rights and obligations of both parties.
* **Schedule of Accommodation and Domestic Duties:**Clearly define the helper’s living arrangements and duties in the contract.

### **4. Application for Employment Visa**

* **Required Documents:**Submit the following to the Immigration Department:
  + Completed Standard Employment Contract
  + Helper's passport copy
  + Employer's proof of income/assets (e.g., tax return, bank statements)
  + Application for visa (ID 988A for the helper, ID 988B for the employer)
* **Processing Time:**Typically takes 4-6 weeks.

### **5. Financial Obligations**

* **Costs to Employer:**
  + Helper’s **minimum allowable wage** (HK$4,870/month as of September 2023).
  + **Food provision** or food allowance (HK$1,236/month).
  + Insurance policy under the Employees' Compensation Ordinance.
  + **Medical examination and expenses** for the helper before and during employment.
  + Helper’s **one-way air ticket** to and from their place of origin.

### **6. Obligations During Employment**

* **Duties and Residency:**The helper must perform domestic duties and reside in the employer's home.
* **Insurance:**Employers must maintain valid insurance coverage for the helper throughout the employment period.
* **Rest Days and Holidays:**Provide at least one rest day per week and statutory holidays after three months of employment.

### **7. Managing Employment**

* **Probation Period:**Clearly communicate expectations during the initial employment period.
* **Termination of Contract:**Either party may terminate the contract with one month’s notice or payment in lieu of notice.

### **8. Renewing or Ending the Employment**

* **Renewal:**If renewing with the same helper, submit a new contract and extension application to the Immigration Department before the current visa expires.
* **Termination:**Notify the Immigration Department and Labour Department if the contract ends prematurely.

### **9. Legal Compliance**

* **Domestic Duties Only:**Helpers must not perform non-domestic work or work for other employers.
* **Respect for Rights:**Ensure compliance with laws regarding wages, working conditions, and medical expenses.

### **10. Assistance and Support**

* **Labour Department:**Employers can refer to the Guidebook for the Employment of Domestic Helpers from Abroad.
* **Immigration Department:**Visit the Immigration Department’s website for forms and detailed guidelines.