

Employer's Signature & Date

<input type="checkbox"/> : <div style="border-bottom: 1px solid black; height: 1em; width: 100%;"></div>		
<p>All terms and conditions have been fully explained to me and I understand and agree to all terms and conditions.</p>		
Company Chop <input type="text"/>	Staff in charge <input type="text"/> Date <input type="text"/>	Customer's signature <input type="text"/> Date <input type="text"/>

Part 3: Customer's Record receipt and Processing Timetable ()

I acknowledge receipt of the signing document copy listed as below:

_____:

- | | |
|---|---|
| <input type="checkbox"/> Service Agreement Copy (Part 1 to Part 3)
_____(1 3) | <input type="checkbox"/> Expedite Letter Copy
____ |
| <input type="checkbox"/> Personal Information Collection Statement Copy
_____ | <input type="checkbox"/> Authorization Letter Copy
_____ |
| <input type="checkbox"/> Assist Employer for applying Overseas Domestic Helper, Insure Form Copy
_____: _____ | <input type="checkbox"/> Selected Applicant's Biodata Copy
_____(*)_____ |
| <input type="checkbox"/> Consulate: Indo/Bang/Sri Lanka of Letter of Guarantee Copy
____: ____/____/____ _____ | <input type="checkbox"/> Selected Applicant's Passport & HKID Copy
_____ |
| <input type="checkbox"/> ID407 Signed Blank Contract Copy
ID407 _____ | <input type="checkbox"/> Provided my Accommodation Picture Copy
_____ |
| <input type="checkbox"/> ID988B Signing Immigration Form Copy
____ ID988B _____ | <input type="checkbox"/> Other Document(____): _____ |

Processing Timetable ()

Application flowchart (Applicants in possession of passports) ()		Estimate Time _____
Step 1	Contact the overseas agency and applicant to affirm the details, and to schedule medical examinations. ____ / _____, _____	Around 21 Days 21
Step 2	Medical Examinations (pass / fail) _____(____ / ____)	Around 7 Days 7
Step 3	Submit the Contract in Consulate(Customer *Normal Document / Watch List: Meeting Date) _____(____ *____ / ____ : _____)	Around 7-21 Days 7 21
Step 4	Submit the Document to HK Immigration Department _____	Around 3 Days 3
Step 5	Visa Approval from HK Immigration Department (Customer *Normal Procedure 6-8 weeks / subside document 8-12 weeks or more) _____(____ *6-8 ____ / ____ 8-12 ____)	Around 45-60 Days 45 60
Step 6	Sent out the Visa by Courier (Time) (*NIL for Finished contract helper) _____(____) (*____ -- _____)	Around 5-15 Days 5 15
Step 7	Process helper's exit Document from original Country (*Philippine Helper must apply the document from Consulate before Leaving Hong Kong) _____(* _____, _____)	Around 15-45 Days 15 45
Step 8	To be finished the exit document, then arrange the ticket to Hong Kong _____, _____	Around 5-14 Days 5 14
Step 9	Helpers arrive in Hong Kong, arrange them to join welcoming program at consulate. (Compulsory) _____, _____	Around 5-14 Days 5-14
Step 10	Employer can pick up the helper with 1-day notice (pickup time: MTR Station: 4- 7pm, Office: Office hours) _____: _____, _____, 4-7 ____	Before 1day / 1

Declaration ____: I acknowledge receipt of the Original of the Standard Employment Contract.

I acknowledge having been briefed my rights and obligations under the Standard Employment Contract, Employment Ordinance and Immigration Ordinance.

I acknowledge having been reminded to take out suitable employees' compensation insurance for my FDH as required under the Employees' Compensation Ordinance and my obligation under Clause 9 of the Standard Employment Contract in relation to medical expenses of my FDH

I acknowledge receipt of the publicity materials relating to FDHs' rights and benefits as well as relevant sample; Out of stock from HK Labor Dept. all information please check from website: <http://www.fdh.labour.gov.hk>

_____.

_____ 9 _____

_____ <http://www.fdh.labour.gov.hk>.

Company stamp <input type="text"/>	Employee in charge <input type="text"/> Date <input type="text"/>	Customer signature <input type="text"/> Date <input type="text"/>
------------------------------------	--	--

Mong Kok Office:	Rm 1512, 15/F., No. 655 Nathan Rd., Mong Kok <input type="text"/> <input type="text"/> 655 <input type="text"/> <input type="text"/> 15 <input type="text"/> 1512 <input type="text"/>	Tel: 2381 1199 Fax: 2381 1398
Tsuen Wan Office (Main Office):	Rm 1231 12/F., Nam Fung Ctr., 264-298 Castle Peak Rd., TW <input type="text"/> <input type="text"/> 264-298 <input type="text"/> <input type="text"/> 1231 <input type="text"/> <input type="text"/>	Tel: 2331 3111 Fax: 3747 5225
Causeway Bay Office:	Rm 606 6/F Progress Comm. BLDG., 7-17 Irving St. CWB <input type="text"/> <input type="text"/> 7-17 <input type="text"/> <input type="text"/> 6 <input type="text"/> 606 <input type="text"/>	Tel: 2115 9923 Fax: 3743 4552