



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF LABOR AND EMPLOYMENT
OVERSEAS WORKERS WELFARE ADMINISTRATION



Please fill-out this form legibly.

OFW INFORMATION SHEET

Date: _____

FOR OWWA USE ONLY:	
LAST PAYMENT OF OWWA CONTRIBUTION	
OR Number:	_____
OR Date:	_____
Validity:	_____
Verified by:	_____

PERSONAL DATA

Last Name	First Name	Name Ext. (e.g. Jr., III)	Middle Name
Philippine Address: _____			
House No.	Lot No. Block No. Phase No.	Street	Subdivision
Barangay	Municipality/City	Province	Zipcode
Tel. No.:	E-mail Address:	Passport No.:	
Birthdate: ___/___/___	Sex: _____	Religion: _____	Civil Status: _____
Highest Educational Attainment: _____	Course: _____		

CONTRACT PARTICULARS

Name of Company/Employer: _____

Address: _____

Tel No.: _____ Jobsite/Country: HONG KONG

Position: DOMESTIC HELPER Monthly Salary/Currency: HK\$ Contract Duration: 24 months

Name of Agency (if applicable): _____

LEGAL BENEFICIARIES/QUALIFIED DEPENDENTS

Name	Relationship	Date of Birth	Address	Contact No./E-mail Address
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I hereby certify that the above information is true and correct.

SIGNATURE & MOBILE No. of Worker

PROCEDURE:

Complete the requirements below and proceed to OWWA (Counter 3 or 4 for payment of OWWA membership) (HK\$ 196.00) and verification fee (HK\$ 80.00)

PHILIPPINE CONSULATE GENERAL - PHILIPPINE OVERSEAS LABOR OFFICE

RECONTRACT

OFW Information Sheet

REQUIREMENTS:

1. Completely filled up Recontract and OWWA OFW Information Sheet
2. Copy of Employer's Hong Kong I.D. (IF NOT available, may submit upon release of contract)
3. Copy of Helper's Hong Kong I.D.
4. Copy of Passport (photo page with picture and signature of Worker)
5. Copy of Working Visa Sticker (the one that will expire/finish)
6. Original or Copy of Old Contract (the one that will expire/finish)
7. New Employment Contract (4 Pieces with same numbers/series)

Processing Fees

- ☛ OWWA: HK\$ 196
- ☛ VERIFICATION: HK\$ 80
- ☛ AUTHENTICATION: HK\$ 200

Note: Application will only be accepted if the helper's visa is expiring/ will be finish 60 days on or before the date of submission. Employment contracts will NOT be processed if this information sheet is not fully answered and if the required documents are incomplete.

Name	_____	_____	_____
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
HK ID Number	_____	Passport Number	_____
Age	_____	Passport Valid Until	_____
Sex (<i>M - Male; F - Female</i>)	_____	Visa Expires On	_____
Date of Birth	_____	Religion	_____
Place of Birth	_____	Highest Educational Attainment (✓):	
Civil Status (<i>S-Single; M-Married; W-Widow/er; SD-Separated;</i>)	_____	_____ <i>Elementary</i>	_____ <i>College</i>
		_____ <i>High School</i>	_____ <i>Others</i>
Employer's Name	_____	New Contract No.	_____
Employer's HK ID No.	_____	Old Contract No.	_____

CONTACT INFORMATION

HONG KONG	PHILIPPINES
Your address :	Your address :
Landline number :	Landline number :
Mobile number :	Mobile number :
Name of reference person :	Name of reference person :
Relationship :	Relationship :
His/ Her contact number :	His/ Her contact number :

DOMESTIC HELPER'S FULL DECLARATION AND AUTHORIZATION TO WITHHOLD

Revised July2013

I, _____ of legal age, do hereby declare:
(NAME OF WORKER)

- A. that the above information is true and correct to the best of my knowledge;
- B. that I file this new Employment Contract, in Philippine Consulate General HK SAR without the involvement, assistance or participation, in any nature or whatsoever, of an employment agency; and
- C. that I am giving full authority and consent to Philippine Overseas Labor Office (POLO) to withhold all documents related to my application should there be any discrepancy or violation in this declaration.

This declaration is executed in connection with the verification of the aforesaid employment contract under Re-contract / Same Employer at the Philippine Overseas Labor Office (POLO) - Philippine Consulate General Hong Kong SAR.

Date

Signature