

# APPLICATION FOR ADDITIONAL JOB ORDER

PAYMENT: 400.00HKD

**Direction:** Please submit the following requirements according to the list. Make sure that each document is properly and completely accomplished. (example: name & signature of witnesses; date & place of signing; all signature of owner should be with agency chop).

## REQUIREMENTS:

- |  |                             |
|--|-----------------------------|
| 1. Job Order Request addressed to PRA      | (1 Original; 2 photocopies) |
| 2. Business Registration                   | (3 photocopies)             |
| 3. License to Operate an Employment Agency | (3 photocopies)             |

Date Submitted: \_\_\_\_\_

Date Completed: \_\_\_\_\_

(Sample letter for Job Order request to Philippine Agency)

**Please Use HK Agency Letterhead**

DATE: \_\_\_\_\_

**(NAME OF PHILIPPINE AGENCY REPRESENTATIVE)**

**(NAME OF PHILIPPINE AGENCY)**

**(OFFICE ADDRESS OF PHILIPPINE AGENCY)**

**RE: JOB ORDER REQUEST**

Dear Mr./Ms. \_\_\_\_\_ :

Please screen, recruit, process and deploy the following:

Number of Workers: 100

Classification: Domestic Helpers

Proposed Wages: HK\$4,630.00/month

Food Allowance: HK\$ 1,121.00/ month

Terms and Conditions:

1. The Domestic Helper will be working in Hong Kong SAR only.
2. Free airline tickets from Philippines to Hong Kong SAR.
3. Other terms and conditions as provided in the Hong Kong SAR Standard Employment Contract for Foreign Domestic Helpers.

Thank you very much.

Very truly yours,

\_\_\_\_\_  
Signature over printed name of HK agency owner  
AGENCY CHOP