



<https://mwokh-ph.com/accreditation/>

APPLICATION FOR ACCREDITATION (NEW)

[PAYMENT: 1,840.00HKD](#)

Direction: Please submit the following requirements **BY ARRANGING THEM** according to the list, separate **Part A** from **Part B**. Ensure that each document is properly and fully filled out. Please write **LEGIBLY**; unreadable handwritten submissions will be returned. **Do not staple your documents.**
SUBMISSION WITH INCOMPLETE DOCUMENTATION WILL NOT BE ACCEPTED.

PART A (ONE COPY ONLY of the following):

1. Application and Disclosure Form for verification of accreditation documents.
2. Information Sheet
3. HK ID of the Licensed Holder/FRA representative and recent (taken at least one month) one **2"x2" size** photograph
4. License copy of Philippine Agency (PRA) and Passport Copy of the PRA representative
5. **Self-Declaration of No Criminal Record ****
6. C.V. / Resume of the Licensed Holder/FRA representative stating the following:
 - o Educational background
 - o Work & years of experience
 - o Financial Capability
 - o Information on business activities (number of years in operation)
7. Photo of the Office Facilities & Boarding House
8. Lease Agreement (Office)
9. Temporary Accommodation Details (Boarding House Questionnaire)

PART B (ORIGINAL): *(with original signature and agency chop)*

1. Recruitment Agreement with Philippine counterpart **
2. Special Power of Attorney (SPA-FRA) **
3. Special Power of Attorney (SPA-PRA) **
4. Joint Affidavit **
5. Agency Undertaking **
6. Ethical Recruitment Undertaking **
7. Sworn Statement **
8. Job Order Request
9. Contingency Plan
10. Business Registration (show original + 1 copy)*
11. License to Operate an Employment Agency(show original + 1 copy)*
12. Master Employment Contract (BLUE CONTRACT - with Agency chop)
13. Welfare Desk Officer (WEDO) - signed Appointment Letter and other supporting documents

Date Submitted: _____

* - must be valid for at least two (2) months

** - must be notarized/declared

SUBMISSION @ **COUNTER 11**
STARTS STRICTLY AT **2PM-**
3:45PM (MON-THU) ONLY