



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

APPLICATION FOR ACCREDITATION (NEW)

[PAYMENT: 1,120.00HKD](#)

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. Letter request addressed to the Labor Attache'
2. Information Sheet (download from website)
3. Approved Quota from the Hong Kong Immigration or Approved VISA of the workers
4. DMW license of the Philippine Agency with original certified-true-copy chop of DMW and Passport Copy of the PRA representative
5. Certificate of Incorporation of the Hong Kong company
6. Photo of the Office Facilities
7. Lease Agreement (Office)

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

1. HK ID of the Company representative and recent (taken at least one month) one 2"x2" size photograph
2. Recruitment Agreement with Philippine counterpart **
3. Special Power of Attorney (SPA-FRA) **
4. Business Registration (1 copy)*
5. Master Employment Contract with repatriation clause (with company chop)
6. Job Order Request (addressed to Philippine Agency)

Repatriation Clause: ***"In the event of death of the employee during the terms of this agreement, his remains and personal belongings shall be repatriated to the Philippines at the expense of the employer. In the case the repatriation of remains is not possible, the same may be disposed of upon prior approval of the employee's next kin and/ or by the Philippine Embassy/Consulate nearest the jobsite".***

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