

TEMPORARY ACCOMMODATION DETAILS

Agency Name: _____

Complete Address of the Temporary Accommodation:

Name of the person in charge: _____

Contact number: _____

Is the office and boarding house located in the same address? _____

When did you start using this facility as boarding house? _____

Size: _____

No. of rooms: _____

No. of Beds: _____

Maximum Occupancy: _____

Other amenities/facilities to ensure decent and humane living conditions:

Is the entire space serves as boarding house only? _____

If no, please provide details: _____

Is the accommodation shared with other agencies? _____

If yes, please provide details and name of the sharing agency:

DECLARATION & UNDERTAKING

I HEREBY DECLARE that all the information provided in this form is complete, true and correct. I should likewise update the Migrant Workers Office (MWO) in Hong Kong in case of any changes.

I HEREBY UNDERTAKE that the following regulations shall be complied at all times:

a. Department Circular No. 1 of the Department of Migrant Workers Rule XV, Section 101

“All accommodation facilities provided by either the Philippine Recruitment Agency or the foreign principal/employer shall provide OFWs with adequate provisions such as food, drinking water, beds, blankets, toilet facilities and other amenities to ensure decent and humane living conditions, free of charge....”

b. Code of Practice (CoP) for Employment Agencies (EAs) of the Hong Kong Labour Department

Section 3.7.2 “Should EAs use their EA premises to provide boarding facilities or bedspaces (especially for job seekers like foreign domestic helpers (FDHs) who come from outside Hong Kong), or provide such facilities in other non-EA premises to job seekers, they must ensure that relevant approval(s) or license(s) for operating the boarding facilities or bed spaces have been obtained from all relevant government departments and related organizations, and the prescribed standards in respect of building structure, fire safety as well as health and hygiene as specified in the relevant laws of Hong Kong and/or any other licensing requirements as devised for such facilities (if applicable) are fully and satisfactorily met at all times...”

FURTHER, I HEREBY ACKNOWLEDGE the authority of the MWO to evaluate and make necessary recommendations on the merit of my accreditation, and impose disciplinary actions should there be misrepresentation/ inconsistencies on the provided information.

**Signature over printed name of the Agency License Holder
and Agency Chop**

Date: _____