

Philippine Consulate General  
 PHILIPPINE OVERSEAS LABOR OFFICE  
 HONG KONG

**OFW INFORMATION SHEET (for Agency Hired Workers)**

**For POLO Personnel Only**

**CHECKLIST OF REQUIREMENTS FOR VERIFICATION OF NEW EMPLOYMENT CONTRACTS (NEC)**

**MAJOR DOCUMENTS**

1. \_\_\_ INFORMATION SHEET
2. \_\_\_ 2 ORIGINAL COPIES OF NEC
3. \_\_\_ TALLY SHEET
4. \_\_\_ TRANSMITTAL FORM

**CONTRACT CATEGORY:**

- ( ) NEW (1-2 & 4)                      ( ) TERMINATED/FINISHED (1-5)  
 ( ) RENEW (1-5)                        ( ) TRANSFER (1-5)

**SUPPORTING DOCUMENTS**

1. \_\_\_ PASSPORT OF EMPLOYEE/WORKER
2. \_\_\_ HONG KONG ID OF EMPLOYER
3. \_\_\_ HONG KONG ID OF EMPLOYEE/WORKER
4. \_\_\_ VALID VISA OF EMPLOYEE/WORKER
5. \_\_\_ PROOF OF OWWA PAYMENT/MEMBERSHIP (for showing only)

**ARE DOCUMENTS COMPLETE?**

- ( ) NO - RETURN DOCUMENTS TO CLIENT

CONTRACT DETAILS	
Contract Category	<input type="checkbox"/> New (N) Worker in PH
	<input type="checkbox"/> Recontract (R)
	<input type="checkbox"/> Transfer (T)
	<input type="checkbox"/> Finished (Fx) Worker in PH
	<input type="checkbox"/> Terminated (Tx)
Contract Number	
Contract Address	
OWWA Receipt No.	

EMPLOYEE'S DETAILS			
Worker's Name	(Surname)	(First Name)	(Middle Name)
Birthday			
Age	<input type="checkbox"/> Single	<input type="checkbox"/> Married	
Passport Number			
Passport Valid Until			
Visa Expires on			
Hong Kong ID Number			
Address in the Philippines			
Contact Number			
Contact Person/Relationship			

EMPLOYER'S DETAILS			
Employer's Name	(Surname)	(First Name)	(Middle Name)
Hong Kong ID Number		Passport No.	
Name of Employer's Spouse	(Surname)	(First Name)	(Middle Name)
Hong Kong ID Number		Passport No.	

AGENCY DETAILS	
Hong Kong Agency	
Philippine Agency	

CONTACT DETAILS			
HK Agency Phone Number		Employee's Phone Number	
Philippine Agency Phone Number		Employer's Phone Number	