



Renew Hire from Philippines

Nature of Items

(Reference to Clause 7&8 of ID407)

Part A

Online Special Discount

Items

1.Preparation Time Costs

2.Contract Notarization Fee (HK)

3.Employment Visa Fee (HK)

4.OWWA Membership Fee

Online discount price: HKD 1,699

Offline original price: HKD 2,899

B: Items not included

FDH's Responsibility

Employer's Responsibility

1.Helper's Passport

2.Pag-IBIG Fund Contribution

3.PhilHealth Fee

4.OEC

5.Medical Check Up at Hong Kong

6.Employee Compensation Insurance

C : Document Requirement from Prospective Renew Employer:

1. Input Employer's and Family Members' Information at this Web Site <https://www.hlc.com.hk/852>. (only for new customers)

2. Upload Required Documents at this Web Site <https://www.hlc.com.hk/852>. Such as: address proof, old contract, HKID (if applicable)

3. Input Existing Domestic Helper's information and Upload Documents at this Web Site <https://www.hlc.com.hk/852>.

4. Particulars of other documents

D

For more details, please refer to the English Version of our Youtube video at

<https://youtu.be/WgmD8ZuN3tU> Search

on Pre-Sign Documents - English.



E

You are also strongly advised to read our Agreement at

<http://www.hlc.com.hk/en/notice-to-client.html> Search

before your commitment to our services.



★ For the employer and the helper who would like to sign at home, we will offer FREE post service to send/fetch the related documents to/from the employer's designated address (limited to locations inside HKSAR).

F

Processing Time

1Week

Documents Prepration

2Week

Contract Notarization in Consulate

4Week

Employment Visa in Immigration



Renew hotline: +852 2660 6262

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www.hlc.com.hk

f [kl.employer](https://www.facebook.com/kl.employer)



G. Documents Requirement from Prospective Renew Foreign Domestic Helper:

1 Duly Signed New Employment Contract (ID407) in original;

2 Duly Signed ID988A Form in original;

3 Duly Signed Service Agreement in original;

4 Original of valid passport (Min. 8 Months Validity);

5 3 Pieces of 2" x 2" passport photos;

6 Copy of Hong Kong Identity Card (if any);

7 Original Previous Notarized Hong Kong Employment Contract (ID407) ;

8 Other Supporting Documents.

H

You are also strongly advised to read our Helper Service Agreement at

<http://www.hlc.com.hk/HR-SA.pdf> Search

before your commitment to our services.

Recruitment Officer	Direct Line	Whatsapp & Viber
RO1	+852 37103752	+852 62321077
RO2	+852 37103728	+852 62318614

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f HLC . Filipino

1.All service fees and/or charges listed herein are correct at the time of release but are subject to change without notice. The service fees and/or charges listed herein are based upon the assumptions of a standard service package as defined in our Service Agreement AND Appendix 1 and 2, your final fees may vary depending on whether surcharges are to be levied on any extra services required. To protect your personal interest, you are kindly requested to confirm the latest prevailing service fees and/or charges related to the services you may need regardless to whether it is a standard or tailor made service package.

2.If due to any personal reasons, the prospective employer is on the "Watch List" or "Blacklist" by the respective Consulate or the Hong Kong Immigration Department; then the employer is required to pay an additional fee of HK\$1,500/time for our staff to accompany for any visits.

3. In case if the prospective employer is residing at public housing (which shall require a Housing Permit) , the employer will be charged an additional fee HK\$1,000 for our time cost.

4. If Income Proof, Address Proof and Appendix 1 are not submitted online prior to our appointment at our office, a HKD1,000 surcharge will be paid by the Client.

5. In the process of the visa application, if the Hong Kong Immigration Department issues any enquiry letter asking for furnishing documents and the Client requires any assistance from us to submit a reply letter or other supplementary documents, the Client shall pay a surcharge of HK1,500 per case.

6. If you have any queries about the service fees and/or charges herein on this website, please contact our branch or call our Customer Service Officer at 2660 6262 for clarification.

7. If there is any inconsistency or ambiguity between the English version and the Chinese version of this leaflet, the English version shall prevail.