

Direct hire Indonesian (Complete contract in HK)

Document requirement of Employer:-

1. Contact number of helper
2. Particulars of household members residing at the contractual address
 - ✓ Name
 - ✓ Date of birth
 - ✓ Relationship with the Employer
 - ✓ HK identity card number / Birth of certification number
3. Photocopy of **proof of residential address**
 - ✓ Self-owned property: Recent rate notes or utility bills within the last 3 months ;
 - ✓ Self-owned public housing: Recent rate notes
 - ✓ Public rental housing: Copies of page 1 to 4 of the tenancy agreement with the Hosing Department/ Hong Kong Housing Society showing address and personal particulars of the family members
4. Photocopy of **HKID card** ;
5. Photocopy of **latest financial position**
 - Usually, a domestic helper's wage should not exceed a quarter of family income. Employer should have 1.8 million yearly wages for hiring a domestic helper
 - If the employer is an employee of a company
 - ✓ bank statements showing a clear salary deposit of HK\$15,000 or more for the past 3 months; or
 - ✓ latest tax return showing annual income of HK\$180,000 or above; or
 - ✓ bank statements from the past six months showing total assets of HK\$350,000 or more)
 - If the employer is self-employed or a company director
 - ✓ Latest notice of assessment and demand for tax issued by the Inland Revenue Department; or
 - ✓ Company profit tax assessment return together with evidence to show the employer's connection with the company such as Certificate of Business Registration/Return of Share Allotment [Form1(b)]
6. Photocopy of Hong Kong Identity Card (HKID) of all previous and existing helper
7. Photocopy of duly signed Termination or Release Letter (ID407E)
(if the employer is replaced the current foreign domestic helper)

Document requirement of Helper:-

1. Photocopy of **Hong Kong Identity Card (HKID)**
2. Photocopy of **Passport** (with at least 1 year validity)
3. Photocopy of **Old passport** , if any
4. Photocopy of **Working visa**
5. Photocopy of **previous Notarized Hong Kong Employment Contract** (ID407)
6. Photocopy of duly signed **Termination or Release Letter** (ID407E) or release letter