



## R.O.A. Personnel and Employment Agency

G/F, Shop 73E Block 7-14 City Garden, 233 Electric Road North Point Hong Kong

Hotline : 6752 9080 / 9014 1339 / Fax : 3010 4864 / Website : [www.roabizventures.com](http://www.roabizventures.com)

8. Wherein, The Employer shall be responsible from the transportation of the helper from the place of origin to the contractual work address.
9. Wherein, if the helper is required to perform driving duties, The Employer is hereby reminded to please read the Guidance Notes attached to form ID934A carefully before signing the D.H. Employment contract with the helper.
10. Wherein, The Employer and the helper is hereby reminded that the employer should not ask the helper to start working not until the visa is properly approved.
11. Wherein, both the employer and helper are reminded that the helper should only perform domestic duties in the Employer's residence as specified in the contract and should not allow the helper to work for another person.
12. Wherein, if the application is cancelled for any reason either by Employer or by Helper before it is approved by the relevant authorities; refund will be as follows:

STAGE	DESCRIPTION	REFUNDABLE AMOUNT
1	At any point after the papers are accepted by our office	HKD 2,500
2	Afer the papers had been filed at the Philippine Consulate	HKD 1,500
3	After the paper had been filed with the Immigration Department	HKD 1,000
4	After the visa had been collected	HKD 550

13. Wherein, if the helper during the processing of visa backed out, The Agency will provide a replacement to The Employer (the agency will give 3-5 applicants for employers selection) without additional payment, but if the employer backed out during the processing of the visa, the agency will provide a replacement to the employer same manner as the previous but will be required to pay additional **HKD1,500** for the reprocessing of the contract.
14. Wherein, if the application is refused by the relevant authorities (for reasons not related to The Employer or the helper) The Agency will deduct HKD2,000 from the total amount paid and refund the rest to the Employer.
15. Wherein, The Employer has been notified by the agency about the processing time frame according to the labour ordinance:  
for new entry 6-8 weeks                      domestic helper with driving duties 7-9 weeks  
for change of employer 3-4 weeks
16. Wherein, if replacement guarantee is applicable; The Agency will allow the replacement guarantee period only for the first year, maximum of two times. FOR PROCESSING ONLY/DIRECT HIRE, replacement guarantee is not applicable.  
  
Replacement guarantee rule:
  - a. The Agency will send profiles of applicants to the employer to choose from.
  - b. The Employer can only choose from the five interviewed applicants provided by The Agency
  - c. Employer will be given 50% discount as processing fee, as replacement guarantee benefit.
17. Wherein, full payment is required before the processing starts. Employer can pay by cheque or by cash. Please make the cheque payable to ACEDERA, MARIA VICTORIA MACATANGAY (company owner), or can make a cash deposit to Hang Seng Bank account # 2804 461 198.

Conforme'

\_\_\_\_\_  
Employers Name with signature

HKID No. \_\_\_\_\_

Application accepted b

\_\_\_\_\_  
R.O.A. PEA - staff

Name: