



## 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)

### AGREEMENT FOR THE APPLICATION OF DOMESTIC HELPER VISA (AGENCY PROVIDED)

**THIS AGREEMENT** made on \_\_\_\_\_ 2015 between \_\_\_\_\_, hereinafter referred to as "The Employer" and R.O.A. Personnel and Employment Agency whose address is stated above, hereinafter referred to as "The Agency" HEREBY MUTUALLY AGREED as follows:

1. Wherein, "The Agency" will charge "The Employer" the amount of HKD3,800 as agency fee.

2. Agency fee includes : Visa fee for working visa, consulate fee for the contract verification and notarization, OWWA, agency documentation fee and service fee. Any other item such as Insurance (Hong Kong), training, medical, certificate, PAG IBIG membership, air fare, Philippine Government Mandatory Insurance and PASSPORT, if applicable are not included, not unless specified in this agreement.

In this agreement The Agency offers: **Free one standard pre-employment medical body check up (worth HKD750);** this can not be exchanged for cash.

3. Wherein The Agency, under this agreement is being appointed by the employer, after successfully chose the helper; to do the following services:

A. Assist The Employer prepare the necessary government forms based on the information supplied by The Employer but shall not be responsible for any mistake that may cause delay in the processing. Should there be any error or discrepancy in the forms, The Employer will be responsible for the correction of such.

B. All other personal documents shall be provided by The Employer and The Agency will help The Employer collect the personal documents of the helper.

C. Assist The Employer in submitting The Employer's application to process the fully filled up contract and the required documents to the relevant government institutions or authorities on the employer's behalf, either directly or by its consultant partner agency both in Hong Kong or Philippines whichever is applicable.

D. The immigration may opt to contact either The Agency or The Employer through phone calls or correspondence in case of questions or additional documents that may be required at any point of the processing. The Employer is requested to inform The Agency if The Employer received the call or letter as soon as possible and The Agency will do likewise so that the required action may be taken promptly.

4. Wherein The Employer, by getting the service of The Agency; automatically authorizes R.O.A. Personnel and Employment Agency and all its staff and its consultant partner agency to represent The Employers' application at the relevant government institution like Philippine Consulate, immigration etc.

5. Wherein The Employer, hereby further agreed that all documents and information provided to The Agency may be sent to the relevant authorities, institution, organization or persons and all its staff and its consultant partner agency in Hong Kong and overseas, solely for the purpose of processing the application of the helper to work for The Employer in Hong Kong.

6. Wherein The Agency shall not be held responsible for any loss, damage or expenses such as government levy etc. incurred either directly or indirectly as a result of any delay, cancelation, failure of the helper's employment for any reason. Such delay, cancelation or failure are expected to happen from time to time. The agency shall not be held responsible for specific performance or to refund the agency fee received from The Employer. The Agency shall not accept any liability either in contract, or tort for loss and damage arising as a result of the processing of the application for the helper.

7. Wherein when the work visa for the helper is ready for release, the agency can pick up the said visa on behalf of the Employer who shall then collect the visa from the agency office in Hong Kong.