MEMORANDUM CIRCULAR NO. 11
Series of 1991

TO : Licensed Agencies, Overseas Contract Workers and Others Concerned

SUBJECT : Employment Visas for Hongkong

---------------------------------

Per advice from the British Embassy in Manila, the following revised procedure in the issuance of employment visas in Hongkong shall be applied until further notice:

1. Employment Visa Applications Prior to this Procedural Revision

   Applicants who have already submitted papers prior to 25 January 1991 and whose applications have been approved by the Hongkong authorities will receive a letter from the Embassy advising them of their visa approval.

2. New Employment Visa Applications

   New applications for employment visas will not be accepted by the British Embassy for the time being.

   For new applications, the Hongkong Immigration Department shall issue the applicants visa authorization letters to their respective employers. Employers in turn shall send visa authorization letters to applicants.

3. Documentary Requirements for Accreditation of Principals

   A. For Private Employment Agencies with Foreign Placement Agencies as Principals

      a. For Domestic Helpers:

      a.1 authenticated Special Power of Attorney
      a.2 authenticated Manpower Request
      a.3 verified license to operate as placement agency
For Non-domestic Helpers:

b.1 authenticated Special Power of Attorney
b.2 manpower request (verified, for female workers only)

b.3 visa authorization letter from Hongkong Immigration or letter advice of visa approval from the British Embassy
b.4 model employment contract

B. For Contractors and Placement Agencies with Principals not categorized under (A)

1. Service Agreement/Special Power of Attorney (SPA) as the case may be
2. Manpower Request (verified, for female workers only)
3. Visa authorization letter from Hongkong Immigration
4. Model Employment Contract

4. Documentary Requirements for Contract Processing

a. Name hires processed through POEA's One-Stop Processing Unit at Accreditation Branch and all workers processed through POEA's Government Placement Branch

a.1 authenticated employment contract
a.2 verified airline ticket/PTA
a.3 visa authorization letter from Hongkong Immigration or letter advice of visa approval from the British Embassy
a.4 affidavit of responsibility for workers processed through placement agencies

b. Employment Contracts Processing Branch

b.1 visa authorization letter from Hongkong Immigration or letter advice of visa approval from the British Embassy
b.2 authenticated employment contract
b.3 verified airline ticket/PTA

The British Embassy will not be involved in Hongkong employment visa applications until further advise. Inquiries should be directed to prospective employers in Hongkong.

For information and guidance.

JOSE N. SARMIENTO
Administrator