

**[ POEA MEMORANDUM CIRCULAR NO. 46,  
September 10, 1991 ]**

**DEPLOYMENT OF DOMESTIC HELPERS TO HONGKONG**

In view of the National Government's thrust to afford protection to overseas contract workers and pursuant to its authority to regulate the activities of licensed agencies, the following guidelines are hereby issued:

Licensed agencies may undertake the processing of domestic helpers for Hongkong provided that accreditation requirements herein stated and individual employment contracts duly authenticated by the Philippine Consulate General in Hongkong are presented to the Administration.

Further, all Hongkong principals hiring domestic helpers shall be required to undergo new accreditation.

**A**

**General Requirements for Accreditation**

The following shall be required of agencies seeking accreditation of their principals in Hongkong:

1. Special Power of Attorney (SPA) issued in favor of the Philippine Agency
2. Manpower request
3. Copy of business license
4. Affidavit of Undertaking by Hongkong agency and Philippine recruitment agency that:
  - a. collection of placement fees shall be a maximum of P5,000
  - b. airfare of the worker shall be shouldered by the Employer
  - c. all documentary requirements shall be provided free of charge by the Employer and that any advance payment made by the helper shall be reimbursed by the employer
  - d. no deductions shall be made from the regular salary of the worker other than compulsory contributions prescribed by law
5. Certification from the Philippine Consulate General in Hongkong that subject Hongkong agency/employer has no derogatory record or pending welfare case.
6. Undertaking that the Philippine agency shall source applicants only through the POEA pool of workers.