

LOCAL PROCESSING



Domestic helpers who have finished their contracts or ended their contracts due to relocation, employer's financial issue, employer's passing, can process locally.

Last updated: Jan 2021	Estimated Timeline
<p style="text-align: center;">1) Submit Required documents to Immigration</p> <p>Contracts signed by both worker & employer and all necessary documents received and valid. The earliest we can submit the application to Immigration is 4 weeks before the contract end date. Please note that Immigration requires the Worker to finish one contract before starting a new one.</p> <p>Our team will help prepare the necessary documents and submit the application on behalf of the Worker and Employer. Workers will only need to make an in-person attendance at the Immigration office on the visa release day.</p> <p style="text-align: center;">Immigration will send a letter in about 2 weeks to let us know the visa release date</p>	
<p style="text-align: center;">2) Medical Exam</p> <p>The Worker will take a medical exam and may take 1-2 trips for the exam (for the stool sample). The Clinic is open Mondays-Saturdays. The report will be forwarded to our office in around 2 working days.</p>	<p style="text-align: center;">3-4 working days</p>
<p style="text-align: center;">3) Visa Release:</p> <p>Once the visa is released, the worker will need to attend in-person to receive and then can start working on the same day. We highly recommend the employer to review the medical report of the helper before visa release day.</p>	<p style="text-align: center;">4 weeks after submission or it will depend on the worker's contract end date</p>
<p style="text-align: center;">4) Contract Notarisation:</p> <p>After the visa is released, we will notarize the contract at the Philippine Consulate. You will receive your copy of the contract after it's released.</p>	<p style="text-align: center;">2 weeks after visa pick up</p>
<p style="text-align: center;">TOTAL:</p>	<p style="text-align: center;">4-6 weeks</p>

OVERSEAS PROCESSING

Last updated: Jan 16, 2020	Estimated Timeline
<p>Processing can only start when: Contracts signed by both worker and employer and all necessary documents received and valid</p>	
<p>1) COMPLETE STEPS TO QUALIFY FOR OEC:</p> <p>The worker needs to obtain an Overseas Employment Certificate (OEC) in order to depart from the Philippines to Hong Kong.</p> <p>The worker will need to travel from her home to attend various appointments, including major ones in Manila. We will try to limit travel back & forth for the worker as much as possible.</p> <p>NOTE: If the worker is in HK, she will need to travel back to the Philippines and will be required to quarantine upon arrival. This may affect the timeline.</p> <p>The following steps will not necessarily happen in this order, but some are prerequisite for others. Our team will work to move each piece of the process forward to complete this part of the process in the most efficient way & update at important points.</p> <ul style="list-style-type: none"> • Working Visa Approval & Contract Notarisation in HK • Philippine Government mandated Medical Exam & Certification of “Fit to Work” • Philippine Government Training Requirements Fulfilled [Pre-Employment Orientation Seminar (PEOS), Pre-Departure Orientation Seminar (PDOS)] 	<p>10-12 Weeks</p>
<p>For First Timers only (i.e. no overseas working record in the Philippines government): Undergo Mandated Trainings (TESDA, OWWA), and Assessment for ‘Domestic Work NCI’ Certification</p>	<p>(2 Weeks)</p>
<p>2) SUBMIT OEC APPLICATION</p> <p>Once these qualifying steps are completed and the necessary documentation is collected, we will submit the application. In the meantime, we will be in touch with you about the post-arrival hotel quarantine arrangement.</p>	<p>1-2 Weeks</p>
<p>3) COVID TEST & TRAVEL TO HK:</p> <p>Once the OEC is released, we will book her an appointment at a government approved clinic to conduct the required pre-flight COVID test within 72 hours of her flight to HK.</p>	<p>1 Week</p>
<p>4) QUARANTINE IN HK:</p> <p>After being tested COVID negative at the HK airport, the worker will travel directly to the pre-booked hotel to complete her 21 -night hotel quarantine.</p>	<p>22 Days</p>
<p>TOTAL</p>	<p>15-18 Weeks (First Timers: 17-20 weeks)</p>

Overseas Hiring: Things to keep in mind

Thank you for your interest in using Fair Agency! We are excited to help you and your domestic helper get started working together. There are several steps we will need to go through to fulfil the Philippines' Clearance Requirements. Don't worry, our team has processed thousands of overseas cases. We know how to navigate these steps and get things done.

Covid-19 has brought on new steps and requirements. Below are some general items to be aware of. Our team will brief you on this and if you have any questions, please just ask!



COVID Tests & Quarantine

A pre-flight Covid-19 test (around HK\$1,100) and Hotel Quarantine (21 nights, 22 days) will be required of the domestic helper. These costs are not covered in our service fee and should be paid by the employer. You may refer to the HK government's designated hotels for quarantine list.



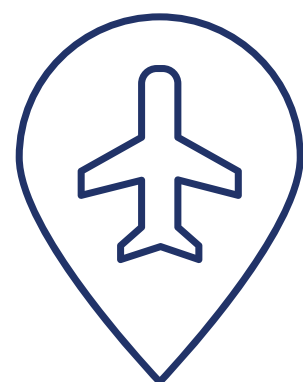
Necessary Trips within the Philippines

Especially with current movement restrictions in the Philippines, our team is limiting travel back-and-forth for domestic helpers to absolutely necessary appointments. Public transportation is largely suspended and some provinces have imposed intra-country quarantines. We may need to arrange for private car services.



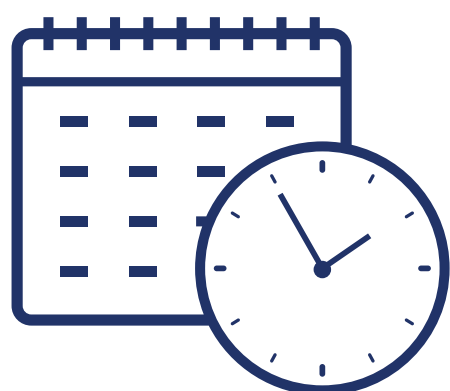
Medical Certificate Limited Validity

Domestic helpers are required to certify as "Fit for Work" by government accredited clinics. These certificates are valid for 3 months. We will aim to schedule the exam optimally in case of any medical follow ups required. If the certificate expires before the domestic helper is able to fly, we will need to arrange for a 2nd exam. A basic medical exam costs about HK\$500-600.



Flights from Manila to Hong Kong

Flights are currently more expensive than usual. Our service fee covers flight costs up to HK\$1000. We will let you know the current flight options and arrange for a top-up fee if necessary. The Ninoy Airport in Manila is the only international airport currently operating.



Scheduling Challenges

The sensitivity of the Covid-19 test validity period, we will need to coordinate with you to act quickly to make sure all test, flight, and hotel bookings are streamlined. This will happen when the Philippines' Clearance has been achieved.

Our Case Consultants will be working closely with our Partner Agency in the Philippines to keep on top of these and move things forward. We will keep you updated throughout the process. Thank you for choosing Fair!

Preparing for your domestic helper's arrival

Congratulations, we are excited to be entering the last stages of your domestic helper's arrival! Let us walk through these Covid-19 requirements with you:

Before the Flight



In order for the domestic helper to board the flight, we will need:

A Pre-flight Covid Test that is taken less than 72 hours before the flight.

A Hotel Booking for 21 nights, 22 days for full 21 day quarantine

We will coordinate with you on the Hotel Quarantine booking, Many employers prefer to choose a hotel close to their residence. Once confirmed, we will book the Covid Test and Flight.

Covid Test Centers and slots are limited. We will help arrange the test. We will need to book 3 days in advance and the domestic helper will need to arrive in Manila the night before as the tests are done at 6am.



At Hong Kong Airport and starting Quarantine

Upon arrival, your domestic helper will need to do another Covid Test and wait for results. This will take several hours & overnight depending on the arrival time. She will be set up with instructions and a quarantine tracking app. Then she will be transferred to the designed hotel by the government arranged transportation.



In & after Quarantine

During Quarantine, you will need to ensure that your domestic helper has enough food. On the 12th day, officials will come to take specimen for testing. She will be allowed to leave and start working for you if she is tested negative. On the 19th or 20th day, your worker will need to undergo the testing again following the arrival at Hong Kong in accordance with instructions.

Our team will also brief your worker on the process of the testing and quarantine. We also have a Youtube video on the process. She may also be interested in doing some free online courses for domestic helpers such as: Uplifters, Enrich HK, Fair Training Center. Scan QR code for details

