正僱家傭

Confirmation on Job Seekers' Consent for Collection / Temporary Keeping of Passport or Personal Identification Document(s) by Employment Agencies and Record for Document(s) Exchange

(to be completed in duplicate and retained by the job seeker and the employment agency respectively)

Part I: Consent from Job Seeker

I,_____, am currently seeking employment as _____through **ZenCare Employment Resolve**. Name of employer: _____ *(must specify if available)*

☐ The abovementioned employment agency has explained to me that my passport or personal identification document(s) is/are required for _____.

☐ I agree that the abovementioned employment agency may obtain and temporarily keep my document(s) listed below for the reasons specified above:

- ☐ Passport (Issuing authority: _____, Passport no.: _____)
- ☐ Others (Please specify): _____

☐ I understand that I may withdraw the above consent at any time and the employment agency should return the above document(s) to me as soon as practicable after receiving my notification of withdrawal.

_____
Signature of Job Seeker
(Name:_____)
Date:_____

Part II: Acknowledgement Receipt for Collection of Document(s) by Employment Agency

For the reasons specified in Part I above, _____ of **ZenCare Employment Resolve** has collected from _____ the document(s) as set out in Part I above on _____ and acknowledged receipt hereof.

_____
Signature of Employment Agency Representative
(Name:_____)
(Position: _____)
Date:_____
Company Chop of Employment Agency

Part III: Acknowledgement Receipt for Return of Document(s) to Job Seeker

_____of **ZenCare Employment Resolve** has returned the document(s) as set out in Part I above to_____ on _____ and both parties confirmed that the document(s) has/have been delivered and collected properly.

_____
Signature of Job Seeker

(Name:_____)
Date:_____

Signature of Employment Agency Representative
(Name:_____)
(Position: _____)
Date:_____
Company Chop of Employment Agency

Note : This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.