Appendix 1: Sample of Baby Intake & Output chart

Date:

Time	intake(ml)/*(R/L)	urine	stool	Remark
0000				
0100				
0200				
0300				
0400				
0500				
0600				
0700				
0800				
0900				
1000				
1200				
1300				
1400				
1500				
1600				
1700				
1800				
1900				
2000				
2100				
2200				
2300				

*** for breastfeeding: R=right breast, L=left breast**

Appendix 2: Sample Time Table for Helper

Wake up : 0630	Bath :2200	Sleep : 2230

Breakfast : 0645	Lunch time : 1230	Tea break : 1545	Family dinner : 1930

Morning

- Wash the clothes by washing machine
- Prepare breakfast
- Hang the clothes
- Go to the market
- Prepare lunch, wash all dishes & utensils after lunch
- Sweep & wipe the floors with wet towels(both sitting room & bedrooms)
- Tidy up kids bedroom
- General dusting sitting room & kids' bedroom
- Clean the toilet, wash basin

Afternoon

- Do weekly routine work
- Tidy up master room when sir wake up
- Collect clothes if they are dry enough, fold them, iron clothes(all school uniforms, sir's shirts must be ironed properly)
- Prepare dinner, wash all dishes, utensils after dinner
- Clean up the kitchen
- Clean the bath tub & toilet after your bath

Weekly routine work

Monday: clean all doors & gate, outside balcony
Tuesday: clean all windows
Wednesday: clean & wash all bed sheet, pillow cover for the whole family
Thursday: clean all electric fans & exhaust fans
Friday: clean air conditioning filter
Saturday: Nail cutting for kids' fingers, feet
Sunday: Spare

Appendix 3: Sample of Time Schedule for the Kids

	Boy	Girl
Morning wake up	0730	0730
Breakfast	00745	00745
Send to school	0815	0815
Pick up	1500	1200
Lunch	/	1230
Bathing	1545	1545
Tea time	1545	1530
homework	1600	1600
Dinner	1930	1930
Sleep	2100	2100
Sport day	Monday & Wednesday	Wednesday & Friday

<u>How to prepare the kids to school</u>

	Boy	Girl
Temperature sheet	Check & mark temp. daily	Check & mark temp. daily
Name tag	√	√
Water bottle	Fresh water in bottle(wash & change daily)	Empty mug(wash & clean daily)
Wet towel & towel box	Wash & change daily	Wash & change daily
Tissue	Check & refill(at least 5 pieces)	Check & refill(at least 5 pieces)
Disposable mask	3	3
Pencil box	-3 sharpen pencils -1 ruler, -1 eraser	No need
Snack put in a lunch box	Change daily e.g. raisin & biscuit	Change daily e.g. cake & raisin

Appendix 4: Sample of Out of Stock List

Bathroom

▢Shampoo ▢Bath Gel ▢Conditioner

▢children toothpaste ▢Tissue rolls ▢Cotton buds

▢Adult toothpaste ▢powder ▢softener

▢Bleach ▢jiff ▢washing detergent

▢Other

Kitchen

▢Light soya sauce ▢sugar ▢salt ▢pepper

▢Corn starch ▢rice ▢salted egg ▢flour

▢dark soya sauce ▢eggs ▢oyster sauce ▢vinegar

▢dried shrimp ▢ginger ▢century egg ▢fan-si

▢cooking wine ▢tea ▢honey ▢oil

▢disposable gloves ▢garlic ▢black beans ▢rock sugar

▢dried mushroom ▢gloves ▢garbage bags ▢detergent

▢kitchen tissue roll ▢Other

Baby/ Kids' shopping list

▢Milk powder	▢diapers	▢tissue boxes	▢cotton pads
wet wipe	▢cotton wool balls	▢oats	
▢fresh milk	▢cereal	▢bread	▢juice
▢Others:			

Electric appliances out of order :_____
Damage furniture/utensil :_____
Additional accessories request :_____

Appendix 5a: Salary Receipt Form

Receipt of Salary	
I _____, ID/Passport No._____, acknowledge receipt of payment of the following items from my employer _____ (on date) _____ *by cash/ cheque No._____ _____(Name of Bank)/bank autopay	
1. Wages from _____ to_____	$HK
2. Overtime time date:	$HK
3. Deduction of Salary/Others:	$HK
4. Total	$HK
Received by (Signature):	
Holiday Schedule for Month of( ) :	
Remarks:	

Appendix 5b: Salary Receipt Form

Employer's Name:_____ HKID:_____
Employee's Name:_____ HKID:_____
Contract date(Beginning):_____

Date	Salary (HKD)	additions (+) / deduction (-)	Net Salary (HKD)	Remarks	Employee's Signature
	4,110				
	4,110				
	4,110				
	4,110				
	4,110				
	4,110				
	4,110				
	4,110				
	4,110				
	4,110				
	4,110				
	4,110				
	4,110				
	4,110				
	4,110				
	4,110				
	4,110				
	4,110				
	4,110				
	4,110				
	4,110				
	4,110				

Appendix 6: Letter of Termination of Employment

Dear _____,

I,_____ would *resign from the post of domestic helper / dismiss you from the post of domestic helper under the Domestic Helper Contract No. _____, effective on (date)_____

*(a) by giving you _____days / month(s) notice / with no notice.

*(b) by giving you _____days / month(s) wages in lieu of notice.

The last working day will be (date)_____

Reason(s) of resignation /dismissal:

_____
_____
_____
_____
_____
_____

Yours sincerely,

_____(signature) _____(Date)

(Name)

Acknowledged receipt by (signature)_____
(Name) ( )

Date _____

*Delete where appropriate

Appendix 8 終止外藉家庭傭工僱傭合約通知書

Appendix 9a: 與菲傭做檢討示例 1

1 Do you have enough food/ sleep?

_____
_____
_____

2 What problem(s) are you having in adjusting to work/ life in Hong Kong?

_____
_____
_____

3 Area(s) you are doing well:

_____
_____
_____

4 Area(s) you are improving/have improved:

_____
_____
_____
_____
_____
_____

5 Area(s) you need to improve:

_____
_____
_____
_____
_____

6 Anything you want to tell me, e.g. adjustment/communication problem, about the kid(s):

_____
_____
_____
_____
_____

Appendix 9b: 與菲傭做檢討示例 2

Date:_____

Employer:_____

Helper:_____

Description内容	Score評分 1-5						
English	poor	1	2	3	4	5	excellent
Attitude	poor	1	2	3	4	5	excellent
Greeting	poor	1	2	3	4	5	excellent
Politeness	poor	1	2	3	4	5	excellent
Response	poor	1	2	3	4	5	excellent
Communication	poor	1	2	3	4	5	excellent
Initiative	poor	1	2	3	4	5	excellent
Willingness to learn	poor	1	2	3	4	5	excellent
Personal hygiene	poor	1	2	3	4	5	excellent
Food amount	poor	1	2	3	4	5	excellent
Working speed	poor	1	2	3	4	5	excellent
Infant care	poor	1	2	3	4	5	excellent
Child care	poor	1	2	3	4	5	excellent
cleaning	poor	1	2	3	4	5	excellent
Cooking	poor	1	2	3	4	5	excellent
Ironing	poor	1	2	3	4	5	excellent
Pet care	poor	1	2	3	4	5	excellent
Cheerfulness	poor	1	2	3	4	5	excellent

Additional Comments:

_____

_____

_____

_____

Appendix 10: 收支記錄示例

record marketing money

若要傭工購物，便應給她一本筆記簿、教她做收支記錄，並保留所有單據給僱主隨時檢查。 例子:

22-5-2013	23-5-2013
Money received: $200 Money spent: $90 (rice) $10 (brocolli) + $77.9(#1) $177.9 $200 - $177.9 $22.1	Money received: $200 + $22.1 $222.1 Money spent: $111 (oil) + $20 (fruit) $121 $222.1 -$111.5 $110.6

Appendix 11: 就業證書示例

Certificate of Employment Sample

To whom it may concern,

This is to certify that (name of Helper, HKID no.) works with me as a domestic helper since (date arrive Hong Kong) until (last working date). She is honest, hardworking and she does her job well.(describe if she has any merits or good character)

This certification is issued upon request of (name of Helper) for whatever legal purpose that may serve her best.

Yours,

(signature of employer)
(Name of employer)
Date

Appendix 12: 外藉家庭傭工放假回菲律賓前，應預備：

a. 海外就業證書OEC(Overseas Employment Certificate)

b. a written letter

a. 海外就業證書

-由外傭前往申請

-由菲律賓領事館簽發

-外傭應攜帶：i. 機票，ii. 護照，iii. HKD 20元

*週一至週三：全天開放（金鍾）

*週四：半天開放（金鍾）

*星期日：全日開放-位於堅尼地城域多利道55號Bayanihan Kennedy Town Centre

*週五，週六：休息

b. 保障僱主信(由僱主撰寫，給外藉家庭傭工簽署，雙方各保存一分)

Sample of Agreement between (Name of Employer) and (Name of Employee) for if Employee will not come back after the Holidays.

This is an agreement between Name of Employer and Name of Employee.

Dear Name of Employee,

You will have holidays from date of departure from HK to date of arrival to HK.

If you do not come back and report for duty on date of arrival to HK after the Holidays, by mutual agreement, we both agree that this failure to return on time means that you are breaking the contract without notice and willingly forego any compensation that might be due to you under the contract.

I also will consider the contract terminated and will not seek any compensation from you in respect to the contract no. _____. In addition, I will report to the Hong Kong Immigration Department that our contract is terminated and that you will not be returning to work for me.

Signature of Employer	Signature of Employee
(Name of Employer)	(Name of Employee)
(Date of signing the letter)	(Date of signing the letter)

Appendix 13 <u>若僱主沒有寫保障僱主信給外傭，外傭放假後失蹤</u>

1，給外傭發短信/電郵/whatapp，問她在哪裡，會否回來工作。通知本公司。
2，外傭失蹤24小時後，去警察局報案，保留檔案記錄號碼。
3，寫信給外傭在菲律賓的家，告訴外傭她沒有按時上班、沒有合理的解釋。　僱主試圖聯繫她，但無人接聽。這是一個嚴重的失職。因此，僱主決定終止與外傭的合約，即時生效。並且僱主不會支付外傭任何代通知金、將保留追究外傭因失蹤而導致僱主的任何損失的權利。

4.傳真通知入境事務處（見附錄8使用形式）合約終止。
（僱主應該保留一份副本，並發送一份副本給本公司）
5，如外傭於24小時內回來，僱主應該給外傭警告信（僱主應該保留一份副本，並發送一份副本給本公司）。

以上乃勞工處熱線之工作人員意見。
如需進一步諮詢：請致電1823。

Appendix 14 警告信示例

Date：_____

WARNING LETTER

This is a letter to express, in writing, some issues we have had with your service in the hopes these can be quickly and permanently corrected.

(The Following is samples only, rewrite your appropriate text)

Safety and health issue:

- Doors (including the baby gate) are being left open every day. Doors to the bathroom, kitchen, and outside must remain closed and baby gate closed and locked, when the baby is awake and home. This is to ensure she does not get hurt falling down stairs, poisoned, or injured in some other way. If you find a door was accidentally left open, please help by closing it for us.
- Mold has been found inside the baby water bottle, and occasionally she has been offered food/milk that clearly smelled or tasted "off". This is dangerous to her health. Please ensure any food or drink offered to the family are safe to eat (having no mold or bad smell or "off" taste. Please taste food you prepare before serving to ensure the quality).

Time issue:

- Please make sure children are brought to school and picked up from school on time. We have posted these times on the calendar and weekly sheet to ensure you are aware of these times.
- If you have questions about something you need to do, please ask at least one day before if possible. On several occasions, you have asked for instructions on how or what to do just as we are leaving the house, and we do not have time to explain things clearly to you. Please do not wait until the last minute to ask questions; ask when we all have plenty of time to be clear and patient.

Planning/preparation issue:

- Please make sure you have everything you need before you need it. Do not wait until the last minute, when you have nothing, and cannot proceed with instructions because you do not have what you need. Please indicate, in writing, when anything (soaps, spices, ingredients, cleaning supplies, etc) is ½ empty so that we can replace it without any last minute panic or emergencies. Use time after dinner to prepare everything you

need for the next day so if you have questions we can answer them at that time.

- Please be sure to take notes on new instructions and review your notes in the evening so you truly understand what you need to do.

Childcare

- We are concerned that XXXX (child's name) is not being given time to play outside when we are not home. We understand that you are concerned with cleaning and shopping, but we consider play is a critical part of the life of a young child and you should be taking her out and playing with her for at least 1-2 hours (time given) per day (does not have to be all at once). 1 hour if she is in school or 2 hours or more if she is home all day.

We sincerely hope these issues can be corrected immediately. We hope this letter will serve to highlight the core problems so you can better focus on what you need to correct.

Signature of Employer:_____

Name of Employer:_____

HKID number:_____

Signature of Employee:_____

Name of Employee:_____

HKID number:_____

APPENDIX 15 申請加快批核外傭入境工作簽證信示例

人民入境事務署

入境簽證(外籍家庭傭工)組
電話：21118435
傳真：21579181/21111339

申請加快批核外傭入境工作簽證
申請人：(外傭姓名)
出生日期：(外傭出生日期)
檔案編號：VC/A--------

本人(僱主姓名)，身分證號碼 XXXXXX(X)，現正申請上述外傭到港工作。
由於(希望加快批核外傭入境工作簽證申請之原因)，故希望貴處能體恤本人之情況，盡快批出外傭入境工作簽證，並以電話通知本人。

如有疑問，請即聯絡本人(手提電話號碼:XXXXXXXX，辦公室/住宅電話：XXXXXXXX)。

不便之處，尚祈亮察。

僱主簽名
(僱主姓名、
身分證號碼、
日期)

APPENDIX 16