

Brief Notes of Service Agreement with Foreign Domestic Helpers (“FDH”)

Part 1 & 2: Personal information & Employment History in the Past

Please check the data out.

Part 3: Service Plan

One of the service plans (based on your situation) will apply.

Part 4: Financial Arrangement

No commission fee is payable by you to Day Day Help (“DDH”).

You will be repaid the following expenses after 3 months of employment:

1. Medical examination fees
2. Pregnancy test fee
3. Training fee
4. Documentation fee charged by overseas intermediaries

Part 5: Health Requirements

Your employment is conditional upon your fitness and satisfactory medical examinations of: (1) HIV I & II antibodies (AIDS); (2) sexually transmitted diseases; (3) VDRL; (4) chest X-ray; (5) pregnancy test; and (6) HbsAg, carried out after your arrival in Hong Kong.

Part 6: Personal Data

You warrant that all personal data is true, accurate, and complete.

Part 7: Privacy

You agree that DDH may publicly post your personal data on its website and social media for facilitating prospective employers in the selection process.

You agree that DDH may use your personal data to send information and promotional materials on DDH's employment agency services for direct marketing purposes.

Part 8: Expected Timeline

See Appendix 1.

These brief notes of Service Agreement are for reference only and shall not constitute any contract or part thereof between DDH and any person or organization. For further details, terms and conditions of the Service Agreement, please refer to the Service Agreement itself. Sample Service Agreement can be provided for your reference if needed. In the event of any discrepancy between the Chinese and English versions, the English version shall prevail.



In compliance with Code of Practice for Employment Agencies Para 4.6.1 for helpers' understanding of service terms

This Service Agreement is made on 17 AUG 2026

Between Orderlike Limited carrying on business in the name of DAY DAY HELP ("DDH") and the undersigned foreign domestic helper job seeker ("FDH") whose personal particulars are set out in Parts 1 and 2.

Part 1: Information of FDH

Name in English	VALDEZ JOCELYN MIDDLE NAME9
HKID/Passport no.	A123456(7) P6820541C
Nationality	PHILIPPINES
Telephone no.	19999999
Email address	G@GMAIL.COM
Contractual address	ADASDADAZZ

Part 2: Employment History in the Past Two Years (to be completed by FDH on a voluntary basis)

Name of employer	Employment period	Reason for contract termination

Part 3: Type of Service Plan Sought Based on FDH's Situation

Origin of FDH before visa issuance		Service Plan
Overseas-Based	FDH staying in home country pending visa issuance after completion/end of contract OR FDH from overseas	☐ Agency Hire
		☐ Direct Hire
HK-Based	FDH staying in HK pending visa issuance after completion of contract	☐ Agency Hire
		☐ Direct Hire
		☐ Contract Renewal

General Support Service (via WhatsApp / Facebook Messenger)	Free
Inclusive of the following offered by DDH and its business partners ("Providers")	
- Providing general consultation service on labour legislation - Sharing information on the following ("Skills"): rights and obligations under the SEC and the relevant HK laws; how to improve FDH's job performance to promote a safe, hygienic, and well-managed household (eg cleaning, cooking, caregiving, and communication skills); and how to nurture good working relationship between FDH and the employer ("Employer")	
Exclusive of professional consultation service on labour legislation	
☒ In consideration of DDH's offer of the said service for free, FDH CONSENTS to DDH using his/her personal data (namely name, mobile number, email address and ID of WhatsApp/Facebook Messenger) to send information and promotional materials on (a) Skills-related products or services offered by the Providers and (b) freight/cargo, mobile phone and gadget, household products and fast-moving consumer goods for direct marketing purposes.	
☒ DDH will not provide the personal data to any third parties for their own marketing purposes; all marketing communications will be sent directly by DDH.	
☒ DDH cannot use the personal data without FDH's consent. Once FDH withdraws or fails to give the said consent, DDH shall cease to provide the service under this Part immediately.	

Part 4: Financial Arrangement

- DDH will not charge any commission fees for the Service Plan from FDH.
- Upon production of official receipts and the successful completion of at least three (3) months of the employment term under the SEC, DDH shall, on Employer's behalf in accordance with clause 8 of SEC, reimburse FDH for the actual and reasonable fees and expenses paid by FDH for the following exclusively: (a) medical examination fees; (b) pregnancy test fee; (c) training fee; and (d) documentation fee charged by overseas intermediaries

Provided that if FDH terminates the employment without notice before completion of the 3-month period, DDH shall not be liable for such reimbursement.

**Part 5: Health Condition**

- ☒ FDH warrants to Employer and DDH that he/she is fit for employment as a domestic helper and has no known Failed Medical Condition that would prevent FDH from performing the duties under the Standard Employment Contract ("SEC").
- ☒ FDH acknowledges that the employment is conditional upon satisfactory medical examinations of (1) HIV I & II antibodies (AIDS); (2) sexually transmitted diseases; (3) VDRL; (4) chest X-ray; (5) pregnancy test; and (6) HbsAg, before report for duty in Hong Kong.
- ☒ FDH CONSENTS to the disclosure of all medical examination results to Employer and DDH (direct or through any intermediaries) for the purpose of assessing FDH's fitness for employment as a domestic helper.

Part 6: Personal Data Accuracy

FDH warrants that all personal data, photographs and uploads provided to DDH (direct or through any intermediaries) from time to time (collectively "PD") is true, accurate, and complete. FDH further undertakes to promptly notify DDH in writing of any changes or updates to PD to ensure that PD remains accurate and up-to-date for the purposes for which it was collected.

Part 7: Personal Information Collection Statement and Written Consent from FDH ("the Data Subject") on Data Items to be Made Public and Channels of Disclosure

- Statement of purpose
PD collected from the Data Subject (direct or through any intermediaries) will be used for the purpose of (a) facilitating prospective employers in the selection process; (b) preparing documents; (c) processing application to the relevant government authorities for the recruitment of foreign domestic helpers; (d) walking the Data Subject through the entire application process for foreign domestic helpers step-by-step; and (e) sending information and updates on DDH's employment agency services.
- Statement as to whether it is obligatory or voluntary for the Data Subject to supply the Personal Data
Please note that it is mandatory for the Data Subject to provide such personal data as required by the relevant government authorities for the recruitment of foreign domestic helpers. In the event that the Data Subject does not provide such personal data, DDH may not be able to provide the Data Subject with employment agency services.
- Statement of data transmission
DDH uses industry-standard SSL encryption to protect PD which the Data Subject submitted online, ensuring secure electronic transmission to DDH's cloud computing systems.
- Statement of usage of Personal Data
The Data Subject CONSENTS that
 - DDH may publicly post, display or disclose PD (but exclusive of personal data of the Data Subject's family members and former employers) through the DDH's website and social media (collectively "e-Platform"); and
 - DDH may transfer PD to e-Platform's visitors and prospective employers for the purpose of seeking employment as foreign domestic helper for the Data Subject.
- Statement of rights of access, correction and contact details
The Data Subject has the right to request access to and correction of information held by DDH about the Data Subject. If the Data Subject wishes to access or correct PD, please contact (852) 55284772 or admin@daydayhelp.com.
- Direct marketing
☒ The Data Subject CONSENTS to DDH using his/her personal data (namely name, mobile number, email address and ID of WhatsApp/Facebook Messenger) to send information and promotional materials on DDH's employment agency services for direct marketing purposes, knowing that DDH cannot so use the personal data without the Data Subject's consent.

Part 8: Expected Timeline for Processing the Application

FDH agrees to complete the application in accordance with the expected timeline as set out in Appendix 1.

Part 9: Brief FDH on SEC

- ☒ FDH confirms understanding of the terms of this Agreement and the SEC after DDH representative's explanation.

FDH	DDH		
Signature 	Signature	Representative's Name & Title	Company Chop 
Date 17 AUG 2026	Date		


Appendix 1 - Expected Timeline

If FDH is based in		The application will be carried out step by step (as the case may require) as follows:		No. of days allowed
HK	Overseas			
i	1	FDH to sign Standard Employment Contract (“SEC”)		2-10
	2	FDH to provide recent medical report which shows no unsatisfactory results FDH to obtain new passport (if necessary)		14-16
ii	3	FDH to attend PEOS (if so required) FDH to attend PDOS (if so required)	DDH to obtain from IMMD FDH's employment visa	21-56
iii	4	FDH to obtain NC II certificate (if so required) FDH to attend OWWA seminar (if so required)	DDH to obtain from Consulate of FDH's home country in HK the notarised SEC	4-14
	5		FAASI to obtain from the relevant authorities of FDH's home country the permit to depart	10-14
iv	6	FDH to agree with Employer on the date of FDH reporting for duty in HK		0-2
	7	FDH to take necessary steps for departure for HK		1-3
	8	FDH to go to the office of FAASI in Ortigas for collection of documents & to provide up-to-date pregnancy test report which shows no unsatisfactory results		1
	9	FDH to go to Manila International Airport to board the plane booked to depart for HK		1
v	10	FDH to provide up-to-date medical report (issued by HK medical centre appointed by Employer) which shows no unsatisfactory results		0
vi	11	FDH to report for duty as agreed		0-1

Resignation for Failed Medical Condition

Helper (Passport No.):

Employer (HKID No.):

Contract No.:

Dear Sir/Madam,

As per your Job Offer and clause 17 of the Standard Employment Contract ("SEC") prescribed by the Hong Kong Government, my employment with you is conditional upon satisfactory medical examinations of the following:

- HIV I & II antibodies (AIDS)
- sexually transmitted diseases
- VDRL
- chest X-ray
- pregnancy test
- HbsAg

Therefore, if the results of any of my medical examinations are deemed unsatisfactory for the requirements of the position of foreign domestic helper ("the Position") under the SEC with you, please:

1. accept this letter as formal notification of my resignation from the Position, effective immediately on the issuance of the relevant medical report; and
2. waive the requirement of one month's notice and the payment in lieu of notice

as the conditions of the Job Offer have not been fulfilled and the health-related circumstances have prevented me from working in accordance with the SEC.

Yours sincerely,

Signed by Helper
Signature
Date