

Sample Receipt for Reimbursement of Processing Fees

I, _____, HKID/Passport No. _____, acknowledge receipt of the reimbursement of processing fees from my employer _____ on (date) _____

* in cash/by cheque/by bank autopay.

- | | |
|---|----------|
| (a) Mandatory insurance fee | \$ _____ |
| (b) Medical examination fees | \$ _____ |
| (c) Notarization fee | \$ _____ |
| (d) Visa fee | \$ _____ |
| (e) Philippines Overseas Employment Administration (POEA) fee | \$ _____ |
| (f) Others | \$ _____ |

Received by (Signature) : _____

(Name) : (_____)

Witnessed by (if any)(Signature) : _____

(Name) : (_____)

Note 1: Please refer to “Practical Guide for Employment of Foreign Domestic Helpers – What foreign domestic helpers and their employers should know” for the rights and obligations of employers and foreign domestic helpers.

Note 2: 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.

* delete where inappropriate