



MAID ARRIVAL CHECKLIST

EMPLOYER NAME:

MAID NAME:

NO	ITEM	DATE
1	AFFIDAVIT OF UNDERTAKING (FILIPINO MAID ONLY)	
2	POEA CONTRACT (FILIPINO MAID ONLY)	
3	AGENCY CONTRACT	
4	MAID'S SALARY RECORD	
5	AGENCY FEES INVOICE	
6	UNDERTAKING OF MAID WITH AGENT (PERSONAL LOAN)	
7	MAID PASSPORT PHOTOCOPY	
8	ORIGINAL PASSPORT	
9	CONSENT TO SAFEKEEP PASSPORT	
10	DECLARATION OF PERSONAL BELONGING	