



DOMESTIC WORKERS DMW EMPLOYMENT CONTRACT RENEWAL CHECKLIST :

1. Previously verified POEA/DMW standard contract
2. Duly accomplished DMW Standard employment contract for Domestic Worker*
*If signature different from Previously Verified POEA/DMW Standard Contract, please provide the wedding certificate OR passport copy)
3. Affidavit of Undertaking
4. Photocopy of worker's valid passport
5. Photocopy of worker's valid working visa
6. Passport size photo of the worker
7. Original passport
8. Photocopy of employer's NRIC
9. Valid insurance coverage for the worker
10. SOCSO Registration Form (letter of approval & Borang 8A) & Payment Receipt (latest 3 month)
11. Completed OWWA Form
12. Assumption of Responsibility Affidavit (Change Agency)

