



DOMESTIC WORKERS POEA RENEWAL CHECKLIST (2ND & SUBSEQUENT RENEWAL):

1. DOMESTIC HELPER DMW STANDARD CONTRACT (EMPLOYER AND MAID TO SIGN ON EVERY PAGES)*

**If signature different from Previously Verified DMW Standard Contract, please provide the wedding certificate OR passport copy)*

2. AFFIDAVIT OF UNDERSTANDING*

3. EMPLOYER PROFILE*

4. COMPLETED OWWA FORM*

5. EMPLOYER NRIC/PASSPORT/VISA COPY

6. WORKER'S VALID PASSPORT COPY

7. WORKER'S VALID VISA COPY

8. WORKERS VALID INSURANCE (WITH REPATRIATION COVER)

9. WORKER'S SOCSO REGISTRATION (LETTER OF APPROVAL)

10. SOCSO LATEST PAYMENT RECEIPT ACR

11. PASSPORT-SIZE PHOTO OF WORKER (MUST BE A RECENT, CLEAR AND DECENT PHOTO)

12. PREVIOUSLY VERIFIED DMW STANDARD CONTRACT

13. AFFIDAVIT OF ASSUMPTION OF RESPONSIBILITY (IF CHANGE AGENCY)*

**PREPARED BY AGENCY AFTER EMPLOYER PROVIDE REQUIRED DOCUMENTS*