Employers of foreign domestic helpers are advised to pay attention to the above and remind their domestic helpers accordingly.

Employers **SHOULD NOT** deduct domestic helpers' wages for the payment to the agency.

For latest information on regulation of Employment Agencies, please browse [www.eaa.labour.gov.hk](http://www.eaa.labour.gov.hk)

For inquiry or complaint against employment agencies concerning unlicensed operation or overcharge of commission, please contact Employment Agencies Administration of the Labour Department.

**Telephone:** 2115 3667

**Address:** Unit 906, 9/F, One Mong Kok Commercial Centre, 1 Mong Kok Road, Kowloon


(This leaflet is written in both English and Sinhala language. In case of conflict or deviation in interpretation, the English version shall prevail.)
Foreign Domestic Helpers

SHOULD:

- Make sure the agency has a valid licence of employment agency issued by the Commissioner for Labour
- Pay the prescribed commission only AFTER you have received your first month salary
- Request a receipt for any payment made
- Avoid paying the agency through a third party
- Keep the original copy of your employment contract
- Keep your own personal identification documents (e.g. identity card, passport, etc.) No other person, including your employer or staff of the employment agency should keep these documents for you

SHOULD NOT:

- Pay the agency any expenses or fees such as registration fees, reservation fees and photocopying fees, etc. other than the prescribed commission
- Pay the agency by borrowing money from any loan company upon request of the agency
- Sign any document, agreement or contract if you don’t agree to the terms or if you are not sure what they mean
- Sign for any wages you have not received