Mutual Agreement
On
The accreditation of Hong Kong employment agency

Ref. No. 055/2026

This Mutual Agreement is made on **30th day of September 2026** between the **Royal Thai Consulate – General (Labour Section)** referred as "**Labour Section**" and **MAID @ MAID EXPRESS.** referred as "the Licensee" at the **Royal Thai Consulate-General (Labour Section).**

Both parties agree to observe and perform the terms and conditions as follows:

1. The Licensee shall cooperate with Labour Section in dealing with any conflict which may occur between the Employer and the Employee whenever Labour Section request and will inform Labour Section of the result at the first convenience.
2. Labour Section shall cooperate with the Licensee in dealing with any inconvenience which may occur in the administration process of the Department of Employment, Ministry of Labour of Thailand regarding the documents certified by Labour Section whenever the Licensee request.
3. The Licensee shall acknowledge the Employer to perform the undertaking as given to Labour Section. In the certification process, Labour Section reserve the rights that the Employer may still be required to attend an interview, submit other documents or permit the staff of Labour Section to visit the Employer's residence. Labour Section shall not certify the standard employment contract if the working condition is unsatisfied or accommodation is unsuitable.
4. The Licensee shall inform the Employee to apply for Overseas Workers Welfare Fund.
5. The Licensee shall be responsible for self report of the Employee to Labour Section within 15 days upon arrival at;

   - **The Royal Thai Consulate - General (Labour Section) on working days At 2 p.m. on Monday, Wednesday, Friday.**

6. The Licensee and Labour Section shall facilitate the Employee to solve the problem of Accommodation after termination.
7. The Licensee shall facilitate the Employee to proceed for the medical examination. Employer shall be responsible for the medical examination expenses occurred and submit the medical report with the standard employment contract to Labour Section for approval.

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8. The Licensee shall inform the Employer to provide free passage, return to the Employee's place of origin stated in Employment Contract (ID407) Clause 7(a), including baggage allowance minimum of 20 kgs or higher in case of offering by airlines.
9. The Licensee or nominated operator shall sign with company seal all the application forms as stipulated in the notification of Royal Thai Consulate – General (Labour Section) Re : Eligibility Criteria for the Employment Contract Approval of Thai Domestic Helpers in Hong Kong given on **1st of November 2022.**
10. Labour Section shall, during the term, accept for the below identified Employee or representative of the Licensee (not more than 3 persons):

(1) Ms.SIA, Anna Carmella Bautista	HK ID no.	R803226(1)
(2) NIL	HK ID no.	NIL
(3) NIL	HK ID no.	NIL

11. The Licensee must comply with the Mutual Agreement signed with Labour Section.
12. This Mutual Agreement is valid from the signing date until the expiry date Of the license **No. 84000** on the **26th September 2027** and shall be renewed not less than 30 days before the expiry date of the license.

Confirmed & Accepted all the terms &
Conditions contained herein by Labour Section : .....

(Miss On-anong Srisuwittanon)
Consul (Labour)
Royal Thai Consulate – General (Labour Section)

Confirmed & Accepted all the terms &
Conditions contained herein by the Licensee : .....

(Ms. Wu, Chung Yu Carol)
Signature of Licensee with company stamp

In the presence of:.....witness
(Miss. Rungrudee Chan)

In the presence of:.....witness
(Mr Artthaphop Mairoklang)