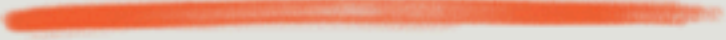


# INFORMATION FOR PRIVATE HOUSEHOLD/DOMESTIC WORKERS, WHO WORK FOR DIPLOMATS AND PROFESSIONAL CONSULAR OFFICIALS



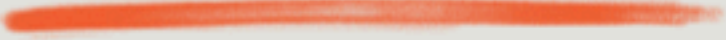
**BAN YING E.V. COORDINATION AND COUNSELLING  
CENTER AGAINST HUMAN TRAFFICKING**

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# FOREWORD



Ban Ying is a counselling center for migrant women, where private household or domestic workers of representatives of diplomatic and professional consular missions also regularly go to when problems arise in their employment or work relationships.

Special rules based on international agreements apply to household workers, who come to Germany for diplomats and professional consular officials. Consent to entry in the country is not granted by the German immigration authority, but by the protocol department of the Federal Foreign Office ("Auswärtiges Amt"), called "Referat 703" (Department 703). Instead of a usual residence permit, they receive a special protocol ID card (Protokollausweis) that confirms their legal presence in Germany. This ID is issued by the Federal Foreign Office. In order to obtain this ID card, an official letter (a verbal note) from the employer's embassy must be submitted to the Federal Foreign Office, in which compliance with minimum labor law standards is guaranteed. These minimum standards and all required documents for the employment of private domestic workers are contained in the protocol guidelines on which this brochure is based.

The protocol guidelines are issued by the Federal Foreign Office and provide advice and instructions on procedures to embassies, including the employment of private domestic workers in the households of diplomats and professional consular officials.

# ENTRY AND RESIDENCY



Domestic workers, who come from abroad to work for diplomats or professional consular officials in Germany, require the approval of the Federal Foreign Office and usually an entry visa before entering the country. Entry can only be approved if a diplomat or professional consular official concludes an employment or work contract with you as domestic worker in accordance with the Federal Foreign Office's standard employment contract. As a rule, the employer's embassy first informs the Federal Foreign Office about the intention to hire a domestic worker. If the Federal Foreign Office approves the employment, a visa will be issued with which the domestic worker can enter Germany.

The employer must ensure that the domestic worker is registered with the Federal Foreign Office within 14 days upon entry. To do this, the employer takes the domestic worker's documents and gives them to his/her embassy or consular representation. The embassy then applies at the Federal Foreign Office for the protocol ID card. As with the case of all diplomats, professional consular officials, and local employees at an embassy or consulate, the application for a protocol ID card cannot be submitted by the person concerned themselves, but only by the embassy. The protocol ID card for the private domestic worker is then sent to the diplomatic mission or consular representation of the employer. The employer is obliged by the Federal Foreign Office to then hand over the papers to the domestic worker.

With the protocol ID card, the private domestic worker can provide a proof of his/her legal residence in Germany. It is only valid for the work in the household of the diplomat or professional consular official. For this reason, besides the name of the private domestic worker, it contains also information about the employer and the associated foreign representation. If the domestic worker or the employer ends or terminates the work relationship, the domestic worker must leave Germany immediately at the employer's expense.

The protocol ID card is always only for one year valid and must then be extended. With each application for an extension, the Federal Foreign Office checks whether the requirements for an extension are met, for example the regular transfer of the salary to the domestic worker's German account. To collect the ID card, the domestic worker visits the Federal Foreign Office in person, at the same time questions about the employment relationship can be asked and any problems can be possibly addressed. The new protocol ID card issued for another year will then be given to him/her directly. For private domestic workers who do not live in Berlin and the surrounding area, a telephone conversation will be held before the new protocol ID card is sent to them via the employer's embassy. The protocol ID card is extended for as long as the diplomat stays in Germany - but for a maximum of five years. Re- entry to work for a diplomat or a professional consular official is only possible after a year abroad at the earliest.

# WHAT ARE THE PROTOCOL GUIDELINES OF THE FEDERAL FOREIGN OFFICE FOR?



We assume that diplomats are generally good employers, who treat their domestic workers well and pay them appropriately. Unfortunately, in the past there have been cases worldwide, but also in Germany, in which the minimum labor and social law standards of the Federal Republic of Germany were not adhered to. In rare exceptional cases, there were even physical violence and crimes against the personal freedom of domestic workers.

In order to address this situation and better protect domestic workers, the Federal Foreign Office has developed procedures and guidelines within the framework of the protocol guidelines to enable an annual review and to ensure that the minimum standards are met. The protocol guidelines also set out the employers' obligations towards their domestic workers.

In order for an embassy or consulate employee to be allowed to employ a domestic worker, the employer's embassy must therefore ensure in a verbal note (see Annex PP1 of the attached protocol guidelines) that the minimum standards formulated in the protocol guidelines will be adhered to.

# WHAT TO DO IF PROBLEMS ARISE DURING THE EMPLOYMENT RELATIONSHIP?



If you have problems in your employment relationship that you cannot resolve directly with your employer, do not hesitate. Seek advice/counselling and support early on (see also “Do you need help?”)!

If you would like to discuss the situation confidentially first, a conversation at Ban Ying can take place in your native language.

If the problem persists, the Federal Foreign Office can be contacted. The Foreign Office will officially request the diplomatic mission, to which your employer is subordinate, that the embassy resolve the discrepancies in your employment relationship and that the labor law rules are adhered to as agreed.

If your employer commits criminal acts, we recommend that you contact the Federal Foreign Office or relevant help organizations immediately.

# CAN I ALSO CLAIM MY RIGHTS IN A GERMAN COURT?



Your employer works at an embassy or consulate in Germany, special legal rules apply to him due to international agreements.

These regulations are internationally agreed upon in the so-called Vienna Conventions on Diplomatic Relations-VCDR and Consular Relations (*Wiener Übereinkommen über diplomatische Beziehungen (WÜD) bzw. über konsularische Beziehungen (WÜK)*).

If your employer works for an embassy, the possibility of suing him in Germany, arresting him, or enforcing a court judgment is very limited due to these regulations.

If your employer works for a consulate, a lawsuit based on your private employment contract is usually possible. Whether it is possible to enforce the judgment also depends on the function of the employee at the consulate and the content of the judgment.

In their home country, embassy and consulate employees are not protected against lawsuits or enforcement. However, it is difficult and costly to litigate in the employer's country.

You can inquire about the specific protection status of your employer at your interview with the Federal Foreign Office.



# PROTOCOL GUIDELINES OF THE FEDERAL FOREIGN OFFICE



**Please note: The protocol guidelines are requirements for foreign embassies in Germany. They are therefore detailed and quite technical.**

All representations of the Federal Republic of Germany abroad and all foreign embassies in Germany can access the protocol guidelines with the attachments online. The protocol guidelines and all annexes are available in English, French, and Filipino translations for your information.

## **Protocol Guidelines**

### **1.6 Private Domestic Worker**

The possibility of recruiting private domestic workers on the German labor market is expressly pointed out.

#### **General Requirements (for private domestic workers recruited abroad)**

In accordance with the two Vienna Conventions on Diplomatic and Consular Relations (WÜD/WÜK), the Federal Foreign Office grants the posted members of the diplomatic and professional consular missions in Germany the right to hire private domestic workers from abroad for employment exclusively in their own households in accordance with the following set of specifications.

The Federal Foreign Office is obliged to ensure compliance with the laws and regulations applicable in Germany when employing private domestic workers and therefore attaches great importance to observing all of the regulations listed in more detail below. It is expressly pointed out that in the event of violations of the minimum standards under labor law, the Federal Foreign Office may request termination of the employment relationship and recruitment of new employees can be refused.

The basis of the employment relationship under private law is the attached sample employment contract, which must be used for all new hires.

For the employment of private domestic workers, the applicable statutory or legal minimum wage as net pay applies as the lower wage limit. If the minimum wage is increased, the salaries of current contracts must be increased in line with the new rates.

The Federal Foreign Office attaches great importance to ensuring that private domestic workers are informed about their rights and obligations. For example, the information event for private domestic workers that has been held annually at the Federal Foreign Office since 2012 serves as a forum for this group of people and the personal interviews when the protocol ID card is handed out.

## Requirements for Employers:

**The members of the sent personnel/staff may employ one (1) private domestic worker.**

**The following applies differently to the heads:**

Heads of diplomatic missions may employ up to three (3) private domestic workers.

Heads of professional consular posts may employ up to two (2) private domestic workers.

The Federal Foreign Office cannot agree to the employment of family members or relatives of the employer as private domestic workers.

For German and permanent resident members of diplomatic and professional consular missions, the employment of private domestic workers from abroad is not possible under these regulations. The only option here is to employ personnel recruited on the German labor market.

Hiring private domestic workers is only possible after prior arrival and formal protocol registration by the employer. As a rule, it is not possible for employers and employees to enter the country at the same time.

During the stay in Germany, changing employers or "sharing" or "lending" private domestic workers to other people is not permitted. Private domestic workers who carry out an activity other than that approved by the Foreign Office or who do not live in the employer's household must leave Germany immediately.

The Federal Foreign Office requests the employers

to allow their domestic workers to go to the interview in person at the Federal Foreign Office on the occasion of the handing over of their protocol ID card, and

to encourage and enable their participation in the annual information event about the rights and obligations of private domestic workers held at the Federal Foreign Office.

## **Requirements for Employees:**

Private domestic workers must be at least 18 years old before starting work.

The Federal Foreign Office assumes that private domestic workers also move outside the employer's household, communicate independently with local authorities, and interact socially. Basic knowledge of German or English language and participation in language courses are therefore expressly welcomed.

Bringing or joining of family members to work with private household staff is not permitted.



## Compulsory Insurance for private Domestic Staff:

With regard to the social insurance of private domestic staff, reference is made to Art. 33 of Vienna Conventions on Diplomatic Relations-VCDR and Art. 48 of Vienna Conventions on Consular Relations.

Proof of adequate **health insurance coverage** for Germany with an insurance company licensed in Germany is essential. When registering for protocol after entry, appropriate proof of adequate health insurance coverage must be presented. Confirmation can **only** be made using Annex PA6. The employer is entered as the policyholder and the employee as the beneficiary.

**It is strongly recommended that you prepare the necessary formalities for taking out health insurance for Germany in advance.**

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Health insurance coverage is sufficient if it includes comprehensive benefits similar to those of the German statutory health insurance (full health insurance). The travel health insurance required for issuing a visa or health insurance that only offers emergency care cannot under any circumstances be recognized for a longer stay.

Insurance policies from all German health insurance providers and all insurance companies within the EU/EEA (European Economic Area) that have a branch in Germany can be recognized.

If there are any changes to your health insurance coverage during your stay, this must be reported to the Federal Foreign Office immediately (Annex PA6).

## Tax Liability for Private Household Staff

The wages of private domestic staff, who are neither nationals of the receiving state nor permanent residents in it, are tax-free if they are employed in the household of a member of the diplomatic mission (Article 37 paragraph 4 of the Vienna Conventions on Diplomatic Relations-VCDR).

If they are employed in the household of a member of a professional consular mission, reference is made to the provisions of German tax law with regard to the obligation to pay income tax (Article 49 paragraph 3 of the Vienna Conventions on Consular Relations).

# ENTRY AND REGISTRATION FORMALITIES

## Before Entry

### Authorization Requirement and Notification

The intended employment of private domestic workers **requires approval** and must be notified to the Federal Foreign Office in the earliest possible time before entry through a verbal note from the diplomatic mission (Annex PP1). The personal data and nationality of the domestic worker must be provided by submitting a copy of the passport, and the employment contract (Annex PP2) and the employer's declaration of obligation (Annex PP3) must be enclosed.

In this verbal note, the diplomatic mission assures that:

- reciprocity is guaranteed,
- the employer has concluded a written employment contract with the employee in accordance with the model contract (Annex PP2),
- the employer bears the costs of the employee's travel to Germany to start work,

for the employee:

- a monthly salary of at least the current statutory/legal minimum wage as net pay, board and lodging (food and accommodation) are provided and
- no deductions are made from the salary for this (see above for wage minimums), the wages are paid into the bank account of the employee in Germany; the opening of this account for the employee within one month
- upon issue of the protocol ID card has to be proven to the Federal Foreign Office, the employer grants the employee control of the account and the associated bank card, his/her passport, and the protocol card at all time,
-

- health insurance is taken out for the employee and maintained through regular contributions from the employer and the costs are not deducted from the salary (see above for minimum wages), the employer pays the
- taxes on the employee's salary, the other minimum standards of labor
- and social law applicable in Germany, such as the provisions of the Federal Vacation Act, the Maternity Protection Act or continued payment of wages in the event of illness, are complied with, the employee is accommodated in the employer's household, in his/her own
- room, and receives at least three full meals a day (breakfast, lunch, and dinner) free of charge, the employer will cover the costs of the employee's return journey to his/her home country after the expiry of
- the employment contract (but no later than after 5 years) or in the event of early termination of the employment contract (either by the employer or the employee).



## Visa Requirement and Supporting Documents

Private domestic workers recruited abroad are generally **required to have** ~~the visa~~. The visa must be applied for in person at the German diplomatic mission responsible for the domestic worker's place of residence on time, usually up to three months before the intended date of entry.

Entry with a residence permit or protocol ID card from an EU member state is not possible. In these cases, no protocol ID card can be issued and the domestic worker is asked to leave the country immediately.

The following supporting documents must be submitted with the visa application:

- Declaration by the private domestic worker with a declaration of obligation by the employer (model Annex PP3),
- Fully completed employment contract signed by the employer and the employee (model contract for private domestic workers - Annex PP2).

The entry visa can only be issued by the responsible German diplomatic mission after the employer has entered Germany and registered with the Federal Foreign Office. The responsible German diplomatic mission issues the private domestic worker an entry visa valid for one month. When collecting the visa, travel health insurance valid for the period of validity of the visa must be presented.

### After Entry

Within 14 days after the private domestic worker's entry, the diplomatic mission applies for a protocol ID card in the Federal Foreign Office (Referat 703) with a verbal note and using the appropriate application form.

The protocol ID card is issued for a maximum of one year.

# **EXTENSION OF THE PROTOCOL ID CARD**

When the validity period expires, a new protocol ID card must be applied for at the Federal Foreign Office.

The Federal Foreign Office invites private domestic workers living in Berlin and Brandenburg to a personal interview when their protocol ID card is extended. The protocol ID card must therefore generally be collected by the domestic worker in person.

For private domestic workers living outside Berlin and Brandenburg, the personal interview takes place via video call or telephone.

## **Notification Obligations**

Any change in the civil status of a private household employee (e.g. marriage or birth of a child in Germany) must be reported to the Federal Foreign Office immediately.

# OBLIGATION TO LEAVE THE COUNTRY AND DE-REGISTRATION OF HOUSEHOLD STAFF

The stay of private domestic staff is exclusively for the purpose of employment in the household of the person assigned to the diplomatic or professional consular mission. Domestic workers are therefore obliged to leave Germany immediately after the end of their employment relationship. The period of stay ends when the employment relationship ends and is a maximum of five years.

The employer is responsible for the immediate departure of the private domestic worker. He/she bears the costs of the return journey to the country of origin, regardless of the reasons for which the employment relationship ends. Corresponding proof of departure must be submitted together with the return form when the protocol ID card is returned (Annex PA5).

The de-registration procedure is described in the article "De-registration and return of the Protocol ID card".

Private domestic workers can only re-enter the country after one year at the earliest to start working as private domestic workers again.

# VERBAL NOTE FROM THE EMPLOYER'S EMBASSY TO THE FEDERAL FOREIGN OFFICE

## Sample Verbal Note



Auswärtiges Amt

Annex PP1 of the Protocol Guidelines for  
Submission to Referat 703

**PP**

**Private Domestic Staff of Members  
of Diplomatic/Professional  
Consular Missions**

Sample Verbal Note

The Embassy

(Name of the Mission)

has the honor to inform the Federal Foreign Office that the dispatched embassy/consulate staff

(Lastname, Firstname, Position)

intends, the

(Nationality)

National

Ms. / Mr.

(Lastname, Firstname)

to employ as private domestic worker.

It is assured that:

- reciprocity is guaranteed,
- the employer has concluded a written employment contract with the employee in accordance with the model contract (Annex PP2),
- the employer bears the costs of the employee's travel to Germany to start work,

for the employee:

- a monthly salary of at least the current statutory/legal minimum wage as net pay, board and
- lodging (food and accommodation) are provided and no deductions are made from the salary for this (see above for wage minimums), the wages are paid into the bank account of the employee in
- Germany; the opening of this account for the employee within one month upon issue of the protocol ID card has to be proven to the Federal Foreign Office, the employer grants the employee control of the account and the associated bank card, his/her passport, and the protocol card at all
- time,

- health insurance is taken out for the employee and maintained through regular contributions from the employer and the costs are not deducted from the salary (see above for minimum wages),
- the employer pays the taxes on the employee's salary,
- the other minimum standards of labor and social law applicable in Germany, such as the provisions of the Federal Vacation Act, the Maternity Protection Act or continued payment of wages in the event of illness, are complied with,
- the employee is accommodated in the employer's household, in his/her own room, and receives at least three full meals a day (breakfast, lunch, and dinner) free of charge,
- the employer will cover the costs of the employee's return journey to his/her home country after the expiry of the employment contract (but no later than after 5 years) or in the event of early termination of the employment contract (either by the employer or the employee).

A declaration from the employee and a declaration of obligation from the employer (Annex PP3) will be submitted as part of the visa process.

The Embassy

(Name of the Mission)

takes this opportunity to once again assure the Federal Foreign Office of its excellent respect.

(Place)

, on

(Date)

Official seal

# BINDING SAMPLE EMPLOYMENT CONTRACT FROM THE FEDERAL FOREIGN OFFICE

Annex PP2

## Contract of Employment

(name and address, hereinafter referred to as "the Employer"),

and

Ms/Mr

born on / in

resident at

(hereinafter referred to as "the Employee"),

hereby conclude the following Contract of Employment:

### 1. Duties

a) The Employee shall be employed from

as

for the following duties:

Private servant in the household of  
Ms/Mr

The place of work shall be

(b) The Employee is not permitted to enter into secondary employment.

## 2. General obligations

- (a) The Employee undertakes to perform the duties assigned to them with care.
- (b) The Employer undertakes to adhere to the statutory minimum labour and social standards applicable in the Federal Republic of Germany.

## 3. Wages

- (a) The Employee's wages shall be \_\_\_\_\_ euro net per month<sup>1</sup> plus board and lodging.
- (b) The Employee shall be provided with a room of their own in the Employer's household. The Employee shall be given at least three full meals a day (breakfast, lunch and supper). The Employer shall respect section 618 of the German Civil Code (health and safety at work).
- (c) The wages shall be paid into the account specified by the Employee in arrears at the end of the month.

Name of bank

IBAN

BIC

If the Employee has no account, an account must be opened immediately after arrival at a bank located in the town where they will be working.

## 4. Hours of work and overtime

- (a) The Employee shall normally work 167 hours per month/38.5 hours per week. The hours of work shall be as follows:

\_\_\_\_\_ hrs  
to \_\_\_\_\_ hrs on these days of the week:  
\_\_\_\_\_

The Employee shall have the following day(s) of the week off:

---

<sup>1</sup> Monthly remuneration at least equal to the applicable statutory minimum wage agreed as net wages (from January 1, 2026: 2,321.30 euros per month; from January 1, 2027: 2,438.20 euros per month). The minimum wage rises regularly, the monthly payment increases accordingly. Higher wages are to be agreed for more skilled work.



- (b) If the Employee works overtime at the Employer's behest, this shall be remunerated at the normal hourly wage in line with the relevant statutory minimum wage<sup>2</sup>.
- (c) The provisions of the Working Time Act must be respected.

## **5. Health insurance**

Health insurance shall be taken out for the Employee. The monthly health insurance contributions shall be paid by the Employer. The Employer may not deduct the cost of the health insurance contributions from the Employee's wages or otherwise set them off against the wages.

## **6. Leave**

Leave shall be granted in accordance with the provisions of the Federal Leave Act. Statutory minimum paid leave is currently 24 working days (four weeks) per year<sup>3</sup>.

## **7. Sickness and childbirth**

- (a) The Employer shall continue to pay the Employee their normal wages for six weeks should the Employee be unable to work due to illness through no fault of their own (paid sick leave).
- (b) The Employer shall respect the provisions of the Act on the Protection of Working Mothers.

## **8. Termination**

- (a) Written form is required for any termination of the employment, be it by giving unilateral notice or by contractual agreement.
- (b) The employment may be terminated by both parties by giving four weeks' notice to the middle (15th) or end of any calendar month. In all other respects the statutory notice periods shall apply.
- (c) Nothing in this Contract shall prejudice the right of the parties to terminate it for good cause pursuant to section 626 of the German Civil Code. Should any such

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2 Statutory minimum wage per hour as net pay: from January 1, 2026: €13.90; from January 1, 2026: €14.60.

3 The Federal Leave Act is based on a working week of six days (Monday to Saturday). Employees are entitled to 20 days (four weeks) leave if they work a five-day week.

termination for good cause be invalid, notice shall be deemed to have been given to the next permissible date.

**9. Reference**

The Employer must provide the Employee with a reference at the end of the employment.

**10. Passport, protocol ID card, return travel costs**

- (a) The Employee shall at all times retain full control over their passport and protocol ID card.
- (b) The Employer shall assume the cost of the Employee's return journey to their home country after the end of the employment.

**11. Amendmentsto theContract**

Any collateral agreements, amendments or modifications to this Contract must be made in writing to be effective.

,

,

(place)

(date)

---

(Employer's signature)

---

(Employee's signature)

# FORM “JOINT DECLARATION BY EMPLOYER AND EMPLOYEE”

## Joint Declaration by Employer and Employee



Auswärtiges Amt

Annex PP3 of the Protocol Guidelines for  
Submission to Referat 703

**PP**

Private Household Staff of  
Members of Diplomatic/Professional  
Consular Missions

## Declaration by the Employee

I

(Lastname, Firstname), hereby declare,

that I have taken note that my stay in the Federal Republic of Germany is permitted exclusively for the purpose of taking up employment as a private domestic worker for Ms./Mrs./Mr. (Last Name, First name, Representation)

and that I will receive a protocol ID card for the duration of this employment relationship, which replaces the residence permit.

I am aware that I have to secure my livelihood in Germany through my work as a domestic worker and cannot claim non-contributory social benefits (such as child benefit, housing benefit, child-care benefit, social assistance, etc.). I am not permitted to send my family members (spouse, children) to follow me in Germany.

I am also aware that it is not possible to change employers and that I must leave the Federal Republic of Germany immediately after the end of my employment relationship with Ms./Mrs./Mr (Last name, First name).

but not later than after five years.

(Place)

, on

(Date)

\_\_\_\_\_  
(Signature)

## Declaration of Obligation by the Employer

I guarantee compliance with the above requirements. I will be responsible for all incurred costs in

connection with the stay of Ms./Mr.

in the Federal Republic of Germany. I declare that he/she is subject to the social security regulations applicable in the sending country or a third country, and I further undertake to take out health insurance for him/her, in accordance with the guidelines for private domestic staff, from the day of entry and to maintain this through regular contribution payments.

After termination of the employment relationship, I am responsible for the immediate departure of

Ms./Mr.

and will make the necessary funds available for the return journey to the country of origin.

(Place)

, on

(Date)

\_\_\_\_\_  
(Signature)

Official seal

# CERTIFICATE FROM THE HEALTH INSURANCE COMPANY FOR HEALTH INSURANCE IN GERMANY

## Annex PA6 of the Protocol Guidelines



Auswärtiges Amt

### **Certification of the Private Health Insurance Company (Krankenversicherung) **KV****

Fill out the form completely in block letters and submit to  
Referat 703

Health Insurance Company: Name, Address

|  |
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|  |
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|  |

Place:

Date:

Workers:

|  |
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|  |
|--|

Telephone:

|  |
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|  |
|--|

File Number:

|  |
|--|
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|--|

Policyholder: (Employer) Name, Address

|  |
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|  |
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|  |

It is certified that

Last Name, First Name (insured person)

Birthdate

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|--|

Address

Insurance number

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Since

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With a term up to

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|--|

is fully insured for medical expenses.

There is medical expense insurance in accordance with Section 193 Paragraph 3 Sentence 1 VVG (Versicherungsvertragsgesetz - Insurance Contract Act), which at least reimburses costs for outpatient and inpatient medical treatment with a maximum deductible amount of 5,000 Euros per calendar year.

☐

Contributions were paid without interruption.

☐

Contributions have not been paid since:

On behalf of

\_\_\_\_\_  
(Stamp and signature)

## DO YOU NEED HELP?

Please feel free to contact us if you need assistance. Especially if you, as a private domestic worker at diplomatic and professional consular missions, have problems with your employment relationship, we are here to help you.

Our counselling is anonymous, confidential, in your native language, professional, and free of charge. You can find us at the following address:

### **Ban Ying e.V. Coordination and Counselling Center against Human Trafficking**

Anklamer Straße 38  
10115 Berlin

Telephone : +49 (0) 30 440 63 73 or  
+49 (0) 30 440 63 74

Fax : +49 (0) 30 440 63 75  
or Mobile : +49 (0) 176 532 96 771

E-Mail : [info@ban-ying.de](mailto:info@ban-ying.de)  
[beratung@ban-ying.de](mailto:beratung@ban-ying.de)

Further information about our work and our mission  
statement can be found on our website: [www.ban-ying.de](http://www.ban-ying.de)

# HELPFUL ADDRESSES

## BERLIN

### **BAN YING e.V. COORDINATION AND COUNSELLING CENTER**

Anklamer Str.38

10115 Berlin

Tel.: +49 (0)30 44063-73/-74

Fax: +49 (0)30 44063-75

E-Mail: [beratung@ban-ying.de](mailto:beratung@ban-ying.de)

[www.ban-ying.de](http://www.ban-ying.de)

### **FILIPINOS IN BERLIN**

#### **Philippine Community Berlin**

Heilig-Geist Kirche(HolySpiritChurch)

Bayernallee 28

14052 Berlin, Charlottenburg

Tel.: +49 (0)30 300003 (Priest´s Office)

Fax: +49 (0)30 300003-30

E-Mail: [info@heiliggeist-berlin.de](mailto:info@heiliggeist-berlin.de)

<http://filipinos-in-berlin.de/>

### **PHILIPPINE EMBASSY / PHILIPPINISCHE BOTSCHAFT**

Luisen Str.16 10117 Berlin Tel.: +49 (0)30 864 9500 Fax: +49

(0)30 873 2551 E-Mail: [info@philippine-embassy.de](mailto:info@philippine-embassy.de)

<http://philippine-embassy.de/>

---

### **FEDERAL FOREIGN OFFICE / AUSWÄRTIGES AMT**

#### **Referat 703**

Werderscher Markt 1

10117 Berlin

Tel.: +49 (0)30 1817-3411

+49 (0)30 1817-4863

Fax: +49 (0)30 1817-53411



## FRANKFURT AM MAIN

### **FIM – FRAUENRECHT IST MENSCHENRECHT**

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