

香港特別行政區政府入境事務處
Immigration Department, the Government of
the Hong Kong Special Administrative Region
從外國聘用家庭傭工申請表格 (由僱主填寫)
Application for Employment of Domestic Helper
from Abroad (to be completed by the employer)



此欄由辦理機關處理
FOR OFFICIAL USE ONLY

檔案條碼 Reference barcode

- 注意: (i) 僱主填寫本申請表格前請參閱「從外國聘用家庭傭工(簡便指南)」[ID(C) 989]。
Note: Employers are advised to read "Quick Guide for the Employment of Domestic Helpers from Abroad" [ID(E) 989] before completing this application form
- (ii) 領取本申請表格無須繳費。 This form is issued free of charge.
- (iii) 請用黑色或藍色筆以正楷填寫本表格。 Please complete this form in BLOCK letters using black or blue pen.
- (iv) 請在適當方格內填上「✓」號。 Please tick as appropriate.

1. 在港的僱主資料 Particulars of Employer in Hong Kong

姓名 (中文) (如適用)

Name in Chinese (if applicable)

姓 (英文)

Surname in English

名 (英文)

Given names in English

性別

男

女

Sex

Male

Female

出生日期

Date of Birth

日 dd

月 mm

年 yyyy

香港身份證號碼 (如有)

HK identity card no. (if any)

()

國籍

Nationality

職業

Occupation

如僱主並未持有香港身份證，請填寫此欄 To be completed if employer does not have a Hong Kong identity card

持有的旅行證件

Travel document held

旅行證件號碼

Travel document no.

住址

Residential address

(請在邊界內填寫)

(Please fill in within border)

通訊地址 (如與住址不同)

Correspondence address (if different from residential address)

(請在邊界內填寫)

(Please fill in within border)

聯絡電話號碼

Contact telephone no.

內線

Ext.

傳真號碼

Fax no.

住宅電話號碼

Home telephone no.

電郵地址 (如有)

E-mail address (if any)

2. 家庭傭工資料 Information on Domestic Helper

傭工姓名

Name of the Helper

傭工檔案編號 (如有)

File reference of the Helper (if any)

與傭工的關係

Relationship with the Helper

聘用家庭傭工 Employment of the Helper

首次聘用 First Time Employment

續約聘用 Contract Renewal with the Same Helper

轉換傭工聘用 Replacement

被轉換的家庭傭工姓名

Name of the domestic helper being replaced

傭工的香港身份證號碼 (如有)

His/Her HK identity card no. (if any)

()

終止合約日期

Date of termination of contract

日 dd

月 mm

年 yyyy

增聘傭工聘用 Additional

請附上書面說明增聘傭工的原因、每名受僱家庭傭工的住宿安排及工作分配的情況。

Please attach a letter to state your need to employ an additional helper, the living arrangement for all your domestic helpers and details of their deployment.

如本表格為影印本或從互聯網下載，
請填寫此欄。

Please complete this column if this form is a
photocopy or downloaded copy.



在本頁內所填報的資料均屬正確完備。

The information given on this page is correct and complete.

日期

Date

僱主簽署

Signature of employer



2. 家庭傭工資料 (續) Information on Domestic Helper (Continued)

如申請獲准，傭工返回原居地度假的安排如下^{附註1}：(只適用於與同一傭工簽訂新合約或傭工在港轉換僱主的申請)
 If application is approved, arrangement of the Helper's home leave will be as follows^{Note1}: (Only applicable to application for new contract with the same helper or a new domestic helper who applies to change employer in Hong Kong)

- 在履行新合約前返回原居地度假
 To take leave before commencement of the new contract
- 雙方同意把假期押後不超過一年 (原因: _____)
 Mutually agreed to defer leave for not more than one year (Reason: _____)

附註1: 僱主須安排傭工填寫從外國受聘來港家庭傭工簽證/延長逗留期限申請表格(ID 988A)，並連同本表格一併遞交。詳情請參閱「從外國聘用家庭傭工(簡便指南)」[ID(C) 989] 內有關「與同一位僱主續約」或「轉換僱主」的章節。

Note 1: The employer shall arrange for the Helper to complete the Visa/Extension of Stay Application Form for Domestic Helper from Abroad (ID 988A) and submit the form with this application. For details, please refer to the "Contract Renewal with the Same Employer" or "Change of Employer" section of the "Quick Guide for the Employment of Domestic Helpers from Abroad" [ID(E) 989].

3. 住戶資料 Household Information

請聲明住戶每月平均入息是否不少於港幣 15,000 元 (以聘用一名家庭傭工計算)
 Please declare whether average monthly household income is no less than HK\$15,000 (for every domestic helper to be employed)

- 是 每月平均住戶入息: 港幣 _____ 元 (請提供有關證明)
 Yes Average monthly household income: HK\$ _____ (Please provide relevant proof)
- 否
 No

睡房數目 獨立工人房 有 沒有
 Number of bedroom(s) Separate servant room Yes No

在合約上訂明的僱用地址居住的住戶成員的資料。如有需要，請以相同格式另頁繼續。
 (請參閱標準僱傭合約(ID 407) 的附錄「住宿及家務安排」第2段)

Particulars of household members residing at the contractual address. Continue on a separate sheet in the same format if necessary.
 (Please refer to paragraph 2 of the Schedule of Accommodation and Domestic Duties of the Standard Employment Contract (ID 407))

姓名 Name	出生年份 Year of Birth	與僱主的關係 Relationship with the Employer	香港身份證號碼 (如有) HK identity card no. (if any)
			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (<input type="checkbox"/>)
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你及/或上列人士現時僱用的家庭傭工的資料。如有需要，請以相同格式另頁繼續。
 Details of domestic helper(s) currently employed by you and/or the above-named persons. Continue on a separate sheet in the same format if necessary.

家庭傭工姓名 Name of domestic helper	香港身份證號碼 HK identity card no.	獲批准在港逗留期限至 Permitted to remain in Hong Kong until	僱主姓名 Employer's name

如本表格為影印本或從互聯網下載，
 請填寫此欄。
 Please complete this column if this form is a
 photocopy or downloaded copy.



在本頁內所填報的資料均屬正確完備。
 The information given on this page is correct and complete.

日期 _____ 僱主簽署 _____
 Date _____ Signature of employer _____



4. 徵款 Levy

(a) 繳付方式 Mode of Payment

本人明白，在僱工獲發簽證前，本人須按《僱員再培訓條例》(第 423 章)的規定，向入境事務處處長繳付徵款，所繳付的徵款不會獲得退還。本人選擇以下列方式繳付徵款：

I understand that I will be required to pay a levy to the Director of Immigration in accordance with the Employees Retraining Ordinance (Chapter 423) before a visa for the Helper is granted and any levy paid is not refundable. I choose to pay the levy by:

一次過繳付整筆徵款 (\$9,600)
a one-off lump sum payment

均分 4 期繳付，每半年繳付一次 (\$2,400 X 4)
four equal half-yearly instalments

本人明白，倘本人未能在各到期付款日或之前繳付徵款，入境事務處處長可以一次過向本人追討所有欠款，而無須理會各期徵款的到期日；即使其後所有欠款均已清繳，入境事務處處長日後亦可拒絕批准從外國聘用的家庭僱工為本人僱用。

I understand that if I fail to pay the levy on or before the due date of each instalment, the Director of Immigration may recover all outstanding instalment(s) in a lump sum irrespective of their due date(s) and may not grant permission to a domestic helper(s) from abroad to be employed by me in future even though the overdue instalment(s) in question have subsequently been paid.

(b) 徵款餘額 Levy Balance (如適用 If applicable)

由於本人先前僱用的僱工未能抵港／即將離職的僱工未能完成僱傭合約，故本人已繳付的徵款尚有餘款。本人現要求入境事務處處長根據《僱員再培訓條例》(第 423 章)第 15 條的規定，在計算本人現時提出的補替僱工申請所須繳付的徵款時，把有關餘款計算在內。本人明白，本人現時的申請必須在未能履職的僱工未能抵港或僱工未能完成合約的日期起計的 4 個月內提出，有關的餘款才會被計算在內。

As my previous Helper failed to arrive in Hong Kong/outgoing Helper failed to complete his/her contract of employment, a balance of levy paid by me exists. I request that the Director of Immigration takes the levy balance into account when determining the levy for my present application for a replacement Helper in accordance with section 15 of the Employees Retraining Ordinance (Chapter 423). I understand that the levy balance can only be taken into account in my present application if it is made **within four months** from the date the defaulting Helper failed to arrive in Hong Kong, or complete his/her contract of employment.

先前／即將離職的僱工的資料

Particulars of the previous/outgoing Helper

(i) 先前／即將離職的僱工的姓名
Name of the previous/outgoing Helper _____

(ii) 該僱工的香港身份證號碼 (如有)
His/Her HK identity card no. (if any) _____

(iii) 該僱工最近一份合約開始生效的日期
Date of commencement of his/her latest contract _____

(iv) 該僱工最近一份合約的終止日期
Date of termination of his/her latest contract _____

(v) 已用的徵款數額 (400 元 x [(iv) - (iii)]個月^{附註 2})
Amount of levy used (\$400 x [(iv) - (iii)]month(s)^{Note 2}) _____

(vi) 已為該僱工繳付的徵款總額
Total amount of levy paid for him/her \$2,400 \$4,800 \$7,200 \$9,600

(vii) 可用於新僱工的徵款餘額 [(vi) - (v)]
Balance of levy to be applied to the new Helper [(vi) - (v)] _____

附註 2: 不足 1 個月的日數會當作 1 個月計算

例 1: 2004 年 1 月 11 日 (開始生效日期) 至 2004 年 7 月 11 日 (終止日期) = 6 個月

例 2: 2004 年 1 月 11 日 (開始生效日期) 至 2004 年 7 月 12 日 (終止日期) = 6 個月 + 1 日 = 7 個月

Note 2: Any number of day(s) less than one month will be regarded as one month.

Example 1: 11 Jan 2004 (commencement date) to 11 July 2004 (termination date) = 6 months

Example 2: 11 Jan 2004 (commencement date) to 12 July 2004 (termination date) = 6 months + 1 day = 7 months

如本表格為影印本或從互聯網下載，
請填寫此欄。
Please complete this column if this form is a
photocopy or downloaded copy.



在本頁內所填報的資料均屬正確完備。
The information given on this page is correct and complete.

日期
Date _____

僱主簽署
Signature of employer _____



5. 聲明 Declaration

本人聲明，本人符合「從外國聘用家庭傭工(簡便指南)」[ID(C) 989] 所載有關從外國聘用家庭傭工的資格準則。
I declare that I can meet the eligibility criteria for the employment of domestic helper(s) from abroad as set out in the "Quick Guide for the Employment of Domestic Helpers from Abroad" [ID(E) 989].

本人證明，據本人對該傭工所知，本人充分支持該傭工並相信他／她：
I certify from my personal knowledge of the Helper that I am able to strongly support the Helper as a person whom I believe:

- (i) 適宜獲准受僱為傭工前來香港特別行政區；
is suitable to be allowed into the Hong Kong Special Administrative Region for employment as a domestic helper;
- (ii) 在香港特別行政區逗留期間會遵守本港法例；
will abide by the laws of the Hong Kong Special Administrative Region while here;
- (iii) 在入境事務處處長批准的逗留期限屆滿時，會離開香港特別行政區；以及
will leave the Hong Kong Special Administrative Region on expiry of stay granted by the Director of Immigration; and
- (iv) 不會在任何非合約上列明的僱用地址工作及／或擔任非家務性質的職務。
will not work in any non-contractual address and/or for non-domestic duties.

倘該傭工在入境事務處處長批准的逗留期限屆滿時仍未離開香港特別行政區，本人願意承擔責任，將他／她遣返 _____ (原居地)。

I will assume responsibility for the Helper's repatriation to _____ (place of origin) if at the expiry of stay granted by the Director of Immigration, the Helper fails to leave the Hong Kong Special Administrative Region.

倘該傭工在香港特別行政區的受僱情況有變更或該傭工與本人的僱傭關係終止，本人會在變更／終止日期起計 7 日內知會入境事務處處長。
I will inform the Director of Immigration of any changes or termination of the Helper's employment with me in the Hong Kong Special Administrative Region within seven days of the date of the changes or termination.

6. 承諾 Undertaking

本人向香港特別行政區政府承諾：
I undertake to the Government of the Hong Kong Special Administrative Region that:

- (i) 本人不會指派、要求、促致或促使傭工擔當僱傭合約 (家庭傭工合約號碼 _____) 的附錄「住宿及家務安排」所訂明的家務職責以外的職務；
I will not ask, require, procure or cause the Helper to perform duties other than those domestic duties set out in the Schedule of Accommodation and Domestic Duties attached to the employment contract (D.H. Contract No. _____) ;
- (ii) 本人不會指派、促使或容許傭工於其在香港特別行政區逗留的期間及在上述僱傭合約第 2 條所訂明的合約期內，受僱於任何其他人士；
I will not ask, cause or allow the Helper to take up any other employment with any other person during his/her stay in the Hong Kong Special Administrative Region and within the contract period specified in Clause 2 of the above-mentioned employment contract;
- (iii) 除非獲得入境事務處處長特別准許，否則本人在任何情況下都不會指派、要求、促致或促使傭工執行與家庭傭工工作有關的駕駛車輛職務；
I will not ask, require, procure or cause the Helper to perform motor vehicle driving duties in relation to the Helper's employment as a domestic helper under any circumstances except with special permission of the Director of Immigration;
- (iv) 本人向傭工支付的薪金，不會少於香港特別行政區政府所公布，並在訂立上述僱傭合約的日期適用的規定最低工資；
I will pay the Helper a salary that is no less than the minimum allowable wage announced by the Government of the Hong Kong Special Administrative Region and prevailing at the date of the above-mentioned employment contract;
- (v) 本人會向傭工提供合適及有合理私隱的住宿地方；以及
I will provide the Helper with suitable accommodation and with reasonable privacy; and
- (vi) 傭工只會於上述僱傭合約第 3 條所述的住址居住^{附註 3}。
The Helper will reside only in the residence as stated in Clause 3 of the above-mentioned employment contract^{Note 3}.

本人明白，如本人違反上述承諾，本人日後再申請從外國聘用家庭傭工時，當局會把本人的行為操守列為考慮因素，並可能會拒絕本人的申請。

I understand that if I breach this undertaking, my conduct will be taken into account in considering any future application I may make to employ a domestic helper from abroad and that any such application may be refused.

本人明白，如本人沒有按上述僱傭合約的條款向傭工支付到期應付的工資，則本人可遭檢控。

I understand that, if I fail to pay the Helper the wages due under the above-mentioned employment contract, I shall be liable to prosecution.

本人亦明白，傭工如擔任上述僱傭合約的附錄「住宿及家務安排」列明的家務職責以外的任何職務，即屬違法，而任何人如協助、教唆、慫恿或促使傭工犯法，亦可遭檢控。

I also understand that it is an offence for the Helper to take up any duties other than those domestic duties set out in the Schedule of Accommodation and Domestic Duties attached to the above-mentioned employment contract and that any person who aids, abets, counsels or procures the commission of an offence by the Helper shall also be liable to prosecution.

附註 3: 在 2003 年 4 月 1 日前獲入境事務處處長批准讓傭工在外住宿的僱主，只要繼續僱傭傭工，且未曾中斷超過 6 個月，則可繼續讓傭工在外住宿。

Note 3: Employers who have obtained the Director of Immigration's approval before 1 April 2003 to let their helpers live out can continue to do so, so long as they continue to employ the helpers without a break of more than 6 months.

本人同意接受當局為辦理該傭工的申請而需作出的查詢。

I consent to the making of any enquiries necessary for the processing of the Helper's application.

本人謹此作出聲明，在本表格內填報的所有資料，包括上述第 5 及 6 部分的聲明及承諾，均屬正確完備。

I hereby declare that all the information given in this form including the information given in the declaration and undertaking in Parts 5 and 6 above is correct and complete.

日期
Date

僱主簽署
Signature of employer



有關收集個人資料的目的 Statement of Purpose

1

收集資料的目的 Purpose of Collection



對於表格內所提供的個人資料，入境事務處會用作下列一項或多項的用途：

The personal data provided in the form will be used by the Immigration Department for one or more of the following purposes:

1. 辦理有關的申請；
to process the relevant application;
2. 實施／執行《入境條例》（第 115 章）及《入境事務隊條例》（第 331 章）的有關條文規定，以及履行入境管制職務，藉此協助其他政府決策局和部門執行其他法例和規例；
to administer/enforce relevant provisions of the Immigration Ordinance (Chapter 115) and Immigration Service Ordinance (Chapter 331), and to assist in the enforcement of any other Ordinances and Regulations by other government bureaux and departments through carrying out immigration control duties;
3. 在有關人士向入境事務處提出申請並提名你為保證人或諮詢人時，把你的資料供作核對用途；
to process other person's application for immigration facilities in which you are named as a sponsor or referee;
4. 供作統計及研究用途，但所得的統計數字或研究成果不會以識辨各有關的資料當事人或其中任何人的身份的形式提供；以及
for statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
5. 供作法例規定、授權或准許的其他合法用途。
any other legitimate purposes as may be required, authorised or permitted by law.

在表格內的個人資料是自願提供的。如果你未能提供充分的資料，本處或許不能辦理有關的申請，或無從翻查或不能正確地辨別有關紀錄。

The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process the relevant application or to conduct the record search or positively identify the record.

2

資料轉交的類別 Classes of Transferees



為了執行上述的目的，你在表格內提供的個人資料或許會轉交其他政府決策局和部門及其他機構。

The personal data you provide may be disclosed to government bureaux, departments and other organisations for the purposes mentioned above.

3

查閱個人資料 Access to Personal Data



根據《個人資料（私隱）條例》（第 486 章）第 18 及 22 條以及附表 1 第 6 原則，你有權查閱及改正其個人資料。你的查閱權利包括在繳交有關費用後，索取你在表格內所提供的個人資料的副本。

You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided in the form subject to payment of a fee.

For enquiries about the access to personal data, please address to:

有關查詢申請表格內的個人資料，包括查閱或改正，可向下列人員提出：

Enquiries concerning the personal data collected by means of the application form, including making of access and corrections, should be addressed to:

香港
灣仔告士打道七號
入境事務大樓
總入境事務主任（外籍家庭傭工）
電話：2829 3176

Chief Immigration Officer (Foreign Domestic Helpers)
Immigration Tower,
7 Gloucester Road, Wan Chai
Hong Kong
Tel.: 2829 3176

4

一般查詢 General Enquiries



有關申請的一般查詢，請透過以下方式與本處聯絡：

For general enquiries, please contact us at:

電話 Tel.: 2824 6111
傳真 Fax: 2877 7711
電郵 Email: enquiry@immd.gov.hk
網址 Website: www.immd.gov.hk