

在合約屆滿或終止時所付款項的收據 (中-英文)

Receipt for Payments upon Termination/Expiry of Contract

我 I, \_\_\_\_\_ (僱工姓名 Domestic Helper), 身份証/護照號碼 HKID/Passport \_\_\_\_\_, 在  
(日期 Date) at \_\_\_\_\_ 收妥由僱主(Employer) \_\_\_\_\_ 支付以下款項 Received the following  
Payment from my employer \_\_\_\_\_.

1. 工資 Wages(由 from \_\_\_\_\_ 至 to \_\_\_\_\_) \$ \_\_\_\_\_

包括以下款項 Inclusive of payment for the following :

(a) 法定假期薪酬 Statutory holiday(s) (日期 date: \_\_\_\_\_)

(b) 年假薪酬 annual leave (由 from \_\_\_\_\_ 至 to \_\_\_\_\_)

(c) 疾病津貼 sick leave(由 from \_\_\_\_\_ 至 to \_\_\_\_\_)

(d) 其他 others (請註明 please specify) \_\_\_\_\_

2. 膳食津貼 Food allowance (由 from \_\_\_\_\_ 至 to \_\_\_\_\_) \$ \_\_\_\_\_

3. 代通知金 Wages in lieu of notice \$ \_\_\_\_\_

4. 未享用的年假薪酬 Untaken annual leave pay( \_\_\_\_\_ 日 day(s)) \$ \_\_\_\_\_

\*5. 長期服務金 Long service payment/遣散費 severance payment \$ \_\_\_\_\_

6. 交通津貼 Travelling allowance \$ \_\_\_\_\_

\*7. 代替給予回程機票款項 Payment in lieu of air-ticket  
/ \_\_\_\_\_ 航空公司機票 Return air-ticket of \_\_\_\_\_ (Airline) \$ \_\_\_\_\_

8. 其他 Others (a) \_\_\_\_\_ \$ \_\_\_\_\_

(b) \_\_\_\_\_ \$ \_\_\_\_\_

**Total 總計:** \_\_\_\_\_

僱工簽署: \_\_\_\_\_

Domestic Helper

姓名 Name :

身份証號碼 HKID NO :

僱主簽署: \_\_\_\_\_

Employer

姓名 Name :

身份証號碼 HKID NO :

\*刪去不適用