

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



此欄由辦理機關處理  
FOR OFFICIAL USE ONLY

檔案條碼 Reference barcode

從外國受聘來港家庭傭工簽證／  
延長逗留期限申請表(由申請人填寫)  
Visa/Extension of Stay Application Form for  
Domestic Helper from Abroad (to be completed by the **applicant**)

- 注意:** (i) 有關申請手續及所需文件，請參閱「從外國聘用家庭傭工(簡便指南)」[ID(C) 989]。  
**Note:** Please read the "Quick Guide for the Employment of Domestic Helpers from Abroad" [ID(E) 989] for the application procedures and documents required for the application.
- (ii) 領取本表格無須繳費。 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.

**警告:** 根據法例，任何人士如明知而故意申報失實或填報明知其為虛假或不相信為真實的資料，即屬違法，而該人所獲發的任何簽證或獲准的延長逗留期限即告無效。  
**Warning:** A person who knowingly and wilfully makes a statement or gives information which he knows to be false or does not believe to be true shall be guilty of an offence under the law and any such visa issued or extension of stay granted shall have no effect.

<b>1. 申請類別 Application Type</b> (請選擇下列申請類別 Please select type of application below)			
<b>(a) 來港受僱為外籍家庭傭工</b> Entry to Hong Kong to take up employment as a domestic helper from abroad		<input type="checkbox"/> 入境簽證 Entry visa	
<b>(b) 與同一僱主續約或轉換僱主</b> (緊接在履行新合約前返回原居地度假) Contract renewal with the same employer or change of employer (Taking home leave immediately before commencement of a new contract)			
<b>(c) 與同一僱主續約或轉換僱主</b> (押後返回原居地度假) Contract renewal with the same employer or change of employer (Deferring home leave)		<input type="checkbox"/> 入境簽證 及 延期逗留 Entry visa AND Extension of stay	
<b>(d) 完成現有合約的剩餘／延長期間</b> Complete the remainder/extended period of the current contract		<input type="checkbox"/> 延期逗留 Extension of stay	
<b>2. 個人資料 Personal Particulars</b>			
姓 (英文) Surname in English			
名 (英文) Given names in English			
婚前姓氏 (如適用) Maiden surname (if applicable)		姓名 (中文) (如適用) Name in Chinese (if applicable)	
別名 (如有) Alias (if any)			
性別 Sex <input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	出生日期 Date of birth	出生地點 Place of birth	
婚姻狀況 Marital status <input type="checkbox"/> 未婚 Bachelor/Spinster <input type="checkbox"/> 已婚 Married <input type="checkbox"/> 離婚 Divorced <input type="checkbox"/> 分居 Separated <input type="checkbox"/> 喪偶 Widowed			
香港身份證號碼 (如有) HK identity card no. (if any)		國籍 Nationality	職業 Occupation
旅行證件類別 Travel document type		旅行證件號碼 Travel document no.	
簽發地點 Place of issue	簽發日期 Date of issue	期滿日期 Date of expiry	
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、完備和真實。 The information given on this page is correct, complete and true.	
		日期 Date	申請人簽署 Signature of applicant



**2. 個人資料 (續) Personal Particulars (Continued)**

現時住址 Present address  (請在界內填寫) (Please fill in within border)	_____ _____ _____	<b>照片 Photograph</b>  <b>請在此處貼上近照</b> <b>Affix one recent photograph here</b>  (照片大小為不超過 55 乘 45 毫米 及不小於 50 乘 40 毫米)  (Photograph should not be larger than 55mm x 45mm and not smaller than 50mm x 40mm)  如申請屬本表格第 1 部分所述的 (b)、(c) 或 (d) 類，則 <b>無須</b> 貼上照片  <b>No need to affix photograph</b> for application type (b), (c) or (d) stated in Part 1 of this form
居籍地地址 (如與上述不同) Domicile address (if different from above)  (請在界內填寫) (Please fill in within border)	_____ _____ _____	

聯絡電話號碼 Contact telephone no.	_____ 內線 Ext.	傳真號碼 Fax no.	_____
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電郵地址 (如有)  
E-mail address (if any) \_\_\_\_\_

現時僱主的姓名 (如適用)  
Name of current employer (if applicable)

現時僱主的地址 (如適用)  
Address of current employer (if applicable)

**3. 申請人當家庭傭工的工作經驗 (按日期先後順序列出)**  
**Applicant's Working Experience as a Domestic Helper (in chronological order)**

(如申請與同一僱主續約、轉換僱主或延期逗留，則**無須**填寫本部分。)  
 (No need to complete this part if applying for contract renewal with the same employer, change of employer or extension of stay.)

僱主名稱 Name of employer (s)	地址 Address	任職日期 Period of employment	
		由 (月/年) From (mm/yy)	至 (月/年) To (mm/yy)

任職家庭傭工的工作經驗年資總計  
Total duration of working experience as a domestic helper

_____	年 Year(s)	_____	月 Month(s)
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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、完備和真實。 The information given on this page is correct, complete and true.  日期 _____ 申請人簽署 _____ Date _____ Signature of applicant _____
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**4. 延長逗留期限** (適用於本表格第 1 部分所述的 (c) 或 (d) 類申請。)  
**Extension of Stay** (Applicable to application type (c) or (d) stated in Part 1 of this form.)

**(a) 現時在港逗留的身份 Current Status in Hong Kong**

僱傭工作  
Employment

其他 (請註明)  
Others (Please specify) \_\_\_\_\_

現時獲准在港逗留至  
Currently permitted to remain in Hong Kong until

日 dd      月 mm      年 yyyy

**(b) 申請目的 Purpose of Application**

**為押後返回原居地度假而提出的延長逗留期限申請** (與同一僱主續約或轉換僱主)  
**Extension of stay application for deferring home leave** (Contract renewal with the same employer or change of employer)

本人未能按一般的規定，於現時的合約完成後立即返回原居地度假，然後才回港履行新合約。根據與本人僱主的雙方協定，本人返回原居地度假的日期將押後不多於一年。本人現申請延期逗留至 \_\_\_\_\_，以履行新合約。

I will not be able to take immediate home leave upon completion of my existing contract before commencement of new contract in Hong Kong in accordance with the normal requirement. Under the mutual agreement with my employer, I will defer taking my home leave for not more than 1 year. I now apply to extend my stay until \_\_\_\_\_ for the purpose of commencing the new contract.

**為與同一僱主完成現有合約的剩餘/延長期間而提出的延長逗留期限申請** (請提交僱主繼續聘用的確認信)  
**Extension of stay application for completing the remainder/extended period of the existing contract with the same employer** (Please provide employer's supporting letter to confirm continuous employment)

本人現申請延期逗留至 \_\_\_\_\_ 以完成本人現有的僱傭合約的剩餘/延長期間。

I now apply to extend my stay until \_\_\_\_\_ to complete the remainder/extended period of my existing contract.

**5. 聲明**  
**Declaration**

本人向香港特別行政區入境事務處遞交簽證/在港延長逗留期限申請，謹此作出以下聲明：  
 In applying to the Immigration Department of the Hong Kong Special Administrative Region for visa/extension of stay, I declare the following:

(i)  本人從沒有更改姓名。  
I have not changed my name before.

本人曾經更改姓名。曾用的姓名如下：  
I have used the following name(s) before:

\_\_\_\_\_

(ii)  本人從未被拒絕入境/遞解/遣送或要求離開香港。  
I have never been refused entry into, deported from, removed from or required to leave Hong Kong.

本人曾被拒絕入境/遞解/遣送或要求離開香港。有關的日期及詳細資料如下：  
I have previously been refused entry into, deported from, removed from or required to leave Hong Kong. The date(s) and details are as follows:

\_\_\_\_\_

(iii)  本人從未被拒絕簽發簽證以入境香港。  
I have never been refused a visa for entry into Hong Kong.

本人曾被拒絕簽發簽證以入境香港。有關的日期及詳細資料如下：  
I have previously been refused a visa for entry into Hong Kong. The date(s) and details are as follows:

\_\_\_\_\_

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、完備和真實。  
The information given on this page is correct, complete and true.

日期 \_\_\_\_\_ 申請人簽署 \_\_\_\_\_  
Date \_\_\_\_\_ Signature of applicant \_\_\_\_\_



## 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) 本人不會與 \_\_\_\_\_ (「僱主」) 訂立協議，以收取低於香港特別行政區政府所公布及在訂立僱傭合約 (家庭傭工合約號碼 \_\_\_\_\_) 日期適用的「規定最低工資」水平的工資；

I will not enter into an agreement with \_\_\_\_\_ (the "Employer") to receive a wage that is lower than the minimum allowable wage announced by the Government of the Hong Kong Special Administrative Region and prevailing at the date of the employment contract (D. H. Contract No. \_\_\_\_\_ );

- (ii) 本人將於上述僱傭合約第 3 條訂明的僱主住址居住；(如不適用，請刪去此項。)(見附註)

I will reside in the Employer's residence as stated in Clause 3 of the above-mentioned employment contract; (Please delete this item if inappropriate) (See Note)

- (iii) 本人只會執行上述僱傭合約附錄的「住宿及家務安排」所訂明的家務職責。如本人執行其他職務，可遭檢控；以及

I will only perform the domestic duties set out in the Schedule of Accommodation and Domestic Duties attached to the above-mentioned employment contract and that if I perform any such other duties, I shall be liable to prosecution; and

- (iv) 本人不會在香港逗留期間受僱於任何其他人士從事任何職務。本人明白如這樣做可導致本人遭受檢控。

I will not take up any other employment with any other person during my stay in Hong Kong. I understand that if I do so, I shall be liable to prosecution.

附註： 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，便可繼續讓傭工在外住宿。

Note: 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 Helpers without a break of more than 6 months.

本人明白，如違反在第 6 部分中所作的承諾，除了本人為此所須承擔的法律責任外，本人將來再申請香港特別行政區的就業簽證或申請延期逗留時，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 the undertaking in Part 6, apart from the legal liabilities which I may incur, my conduct will be taken into account in considering any future application for an employment visa or for an extension of stay in the Hong Kong Special Administrative Region and that the application may be refused.

本人同意接受當局為辦理申請而須作出的查詢。

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

本人謹此作出聲明，在本申請表格內所填報的所有資料，包括聲明(第 5 部分)及承諾(第 6 部分)，均屬正確、完備和真實。

I hereby declare that all the information given in this application form, including the information given in the declaration (Part 5) and undertaking (Part 6), is correct, complete and true.

日期

申請人簽署

Date \_\_\_\_\_

Signature of applicant \_\_\_\_\_



## 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



對於申請表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 application form will be used by the Immigration Department for one or more of the following purposes:

1. 辦理你的申請；  
to process your 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.

在申請表內的個人資料是自願提供的。如果你未能提供充分的資料，本處或許不能辦理你的申請，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 application form is voluntary. If you do not provide sufficient information, we may not be able to process your 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，你在申請表內所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.

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### 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，索取你在申請表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 application form subject to payment of a fee.

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

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### 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