



此欄由辦理機關處理
FOR OFFICIAL USE ONLY

檔案條碼 Reference Barcode

終止外籍家庭傭工僱傭合約通知書
Notification of Termination of Employment Contract
with Foreign Domestic Helper

- 注意 Note: (i) 僱主與僱員雙方於終止合約時應遵守外籍家庭傭工僱傭合約第 10、11 及 12 條條款。
Both the employer and employee should observe Clauses 10, 11 and 12 of the Employment Contract upon termination of contract.
(ii) 僱傭合約一旦終止，僱員須於合約終止日起計的 14 天內或其逗留期限屆滿前(兩者以較早的日期為準)離港。
The employee has to leave Hong Kong within 14 days from the date of termination of contract or before the expiry of his/ her limit of stay, whichever is earlier.
(iii) 本通知書可傳真到 2157 9181 或郵遞至入境事務處。如以傳真發送，請勿再郵寄正本。本處在接獲通知書後會寄出書面確認予僱主。 This notification may be sent by fax to 2157 9181 or by post to the Immigration Department. **Please do not send in the original if it has been sent by fax. Written acknowledgment will be sent to the employer on receipt of this notification.**
(iv) 領取本通知書無須繳費。This form is issued free of charge.
(v) 請用黑色或藍色筆以正楷填寫本通知書。Please complete this form in BLOCK letters using black or blue pen.
(vi) * 請將不適用者刪去。 Please delete where inappropriate.

致：入境事務處處長
To: Director of Immigration (傳真號碼 Fax No. 2157 9181)

日期
Date: _____

*本人/我們 現通知貴處，下述僱傭合約 *已經/將會 終止。詳情如下：
I/ We hereby inform you that the Employment Contract with details below *was/will be terminated:

簽證檔號
Visa Ref.: / / ()

僱傭合約號碼
Employment Contract No.: _____

(請參照背頁式樣。 Please see sample overleaf.)

僱主資料 Employer's Information

僱主姓名 Name of Employer	香港身份證號碼 HK Identity Card No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ()
地址 Address	
日間聯絡電話號碼 Day time contact telephone number	

僱員資料 Employee's Information

僱員姓名 Name of Employee	香港身份證號碼 HK Identity Card No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ()
日間聯絡電話號碼 Day time contact telephone number	

合約終止日(一般為最後工作日)
Contract termination date (normally the last working day):

<input type="text"/> / <input type="text"/> / <input type="text"/>
(日 dd) (月 mm) (年 yyyy)

終止合約原因 (可選擇是否填寫)
Reason for termination of contract (optional): _____

簽署 (僱主及僱員可各自填寫通知書或遞交同一份通知書，簽名式樣必須與僱傭合約上的簽署相符。)
Signature (Employer and Employee may complete a separate notification or use the same notification form. Signature should agree with that on the employment contract.)

僱主簽署 Signature of Employer	僱員簽署 Signature of Employee



簽證檔案號碼具以下字首 Visa reference number with prefix as below :-
EHEF, FSEF, FSDL, FSRY, PHEF, PHDL or PHRY.

外籍家庭傭工工作簽證式樣 Sample of Working Visa for Foreign Domestic Helper

香港入境事務處 IMMIGRATION HONG KONG	合約號碼 Contract No.	香港入境事務處 IMMIGRATION HONG KONG
EHEF-000001-10(A) SURNAME GIVEN NAME 持證人可在 28-05-10 或以前 前往香港一次 惟須持有有效的旅行證件 Good for a Single journey to Hong Kong valid for presentation on or before 28-05-10 provided travel document is valid. 僱傭工作 24 個月 EMPLOYMENT 24 months 受僱於下列僱主 For employment with CHAN, EMPLOYER 根據家庭傭工傭傭合約號碼 A123456 under D.H. CONTRACT NO. A123456 為家庭傭工 as a domestic helper 不得轉換僱主或擔任駕駛車輛職務 Change of employer or performing of motor vehicle driving duties is not permitted		FSDL-000001-10(A) SURNAME GIVEN NAME 持證人可在 28-02-11 或以前 前往香港一次 惟須持有有效的旅行證件 Good for a Single journey to Hong Kong valid for presentation on or before 28-02-11 provided travel document is valid. 僱傭工作至 28-02-12 EMPLOYMENT until 28-02-12 受僱於下列僱主 For employment with CHAN, EMPLOYER 根據家庭傭工傭傭合約號碼 A123456 under D.H. CONTRACT NO. A123456 為家庭傭工 as a domestic helper 不得轉換僱主或擔任駕駛車輛職務 Change of employer or performing of motor vehicle driving duties is not permitted
經已繳費 Fee Paid HK\$160.00 28-02-2010		經已繳費 Fee Paid HK\$160.00 28-02-2010

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.

在本表格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個案，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 case 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.

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 this form subject to payment of a fee.

有關查詢表格內的個人資料，包括查閱或改正，可向下列人員提出：
Enquiries concerning the personal data collected by means of this 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：(852) 2829 3176

Chief Immigration Officer (Foreign Domestic Helpers)
Immigration Tower,
7 Gloucester Road, Wan Chai, Hong Kong
Tel.: (852) 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.: (852) 2824 6111
傳真 Fax: (852) 2877 7711
電郵 E-mail: enquiry@immd.gov.hk
網址 Website: www.immd.gov.hk