



終止僱傭合約通知書
Notification of Termination of an
Employment Contract

此欄由辦理機關處理
FOR OFFICIAL USE ONLY
檔案條碼 Reference barcode

- 注意:** (i) 僱主與僱員在終止合約時應各自填寫一份本通知書。
Note: Both the employer and employee should each complete a set of this form upon termination of the contract.
- (ii) 僱主應夾附一份終止合約通知書的副本。
The employer should attach a copy of the written notice of termination.
- (iii) 僱主及僱員應隨附對方接獲終止合約通知書的認收副本。
A copy of the other party's written acknowledgment of the termination should be attached by the employer and employee.
- (iv) 僱主與僱員雙方於終止合約時應遵守僱傭合約第 11 及 12 條條款。
Both the employer and employee should observe Clauses 11 and 12 of the Employment Contract upon termination of contract.
- (v) 領取本通知書無須繳費。This form is issued free of charge.
- (vi) 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.
- (vii) * 請將不適用者刪去。Please delete where inappropriate.

致：入境事務處處長
To: Director of Immigration

(檔號 File reference: _____)

本人 _____ (姓名) 現通知貴處，基於下述理由，由本人及本人的
*僱員／僱主 _____ (姓名) 所簽署的僱傭合約
第 _____ 號*已於／將於 _____ 年 _____ 月 _____ 日終止：

I _____ (full name), hereby inform you that
Employment Contract no. _____ signed between me and my
*employee/employer, _____ (full name)
*was/will be terminated on _____ (date) for the following reasons:

僱員的資料 Details of the employee:

姓名 Full name: _____

出生日期 Date of birth: _____

香港身份證號碼 HK identity card no.: _____

簽署 Signature: _____
(式樣必須與僱傭合約上的簽署相符)
(Should agree with that on the employment contract)

姓名 Name: _____

地址 Address: _____

聯絡電話號碼 Contact telephone no.: _____

日期 Date: _____



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.

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：(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，可用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