

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  
院舍輸入護理員特別計劃申請表(由僱主填寫)



Application Form for Special Scheme to Import Care  
Workers for Residential Care Homes (to be completed by the **employer**)

- 注意: (i) 有關申請手續及所需文件, 請參閱「院舍輸入護理員特別計劃入境指南」[ID(C) 1029]。  
Note: Please read the 'Guidebook for Entry under Special Scheme to Import Care Workers for Residential Care Homes' [ID(E) 1029] 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.

此欄由辦理機關處理  
FOR OFFICIAL USE ONLY

檔案條碼 Reference barcode

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

公司/機構名稱 Name of the company/organisation	獲授權人士/聯絡人 Authorised person/Contact person
電郵地址(如有) E-mail address (if any)	
網址(如有) Website (if any)	
公司/機構地址(請在界內填寫) Company/Organisation address (please fill in within border)	通訊地址(請在界內填寫) Correspondence address (please fill in within border)
聯絡電話號碼 Contact telephone no.	傳真號碼 Fax no.
標準僱傭合約號碼 Standard employment contract no.	
院舍名稱(即僱主在上述標準僱傭合約指定的院舍) Name of the residential care home (i.e. the residential care home as specified by the employer in the above stated standard employment contract)	
上述院舍的地址 Address of the above residential care home (請在界內填寫) (please fill in within border)	
院舍牌照類別 Type of residential care home licence	<input type="checkbox"/> 安老院 Residential Care Home for the Elderly (RCHE) <input type="checkbox"/> 殘疾人士院舍 Residential Care Home for Persons with Disabilities (RCHD) <input type="checkbox"/> 護養院 Nursing Home (NH)
牌照處檔號/私營醫療機構*編號 LORCHE/LORCHD/PHF* no.	開業日期 Date of commencement of business
商業登記證/公司註冊證書/法團註冊證明書*號碼 Business registration certificate/Certificate of incorporation* no.	日 dd 月 mm 年 yyyy
如為附屬公司, 請填寫母公司的名稱及地址 If a subsidiary, please state the name and address of the parent company	

2. 受聘僱員(申請人)資料 Information on the Employee (Applicant)

姓名(中文)(如適用) Name (in Chinese) (if applicable)	
姓名(英文) Name (in English)	
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.
	僱主/獲授權人士姓名和簽署及公司/機構蓋章(註) Name & signature of employer/authorised person and company/organisation chop (Note)
	日期 Date _____ 職位 Post title _____

\* 請刪去不適用者。 Please delete where inappropriate.

註: 聘用公司/機構可授權一名人士代表公司/機構簽署。在此情況下, 獲授權人士應在簽署旁加蓋公司/機構印章。

Note: An authorised person may sign on behalf of the employing company/organisation. In such case, the company/organisation chop should be endorsed beside the signature.





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**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)的有關係文規定，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.

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**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(輸入勞工)  
電話：(852) 2829 3136

Chief Immigration Officer (Admission of Labour)  
Immigration Tower, 7 Gloucester Road  
Wan Chai, Hong Kong  
Tel.: (852) 2829 3136

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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.: (852) 2824 6111  
傳真 Fax: (852) 2877 7711  
電郵 E-mail: enquiry@immd.gov.hk  
網址 Website: www.immd.gov.hk