

# Guidance Notes for completing Form SF/IM/1607

## 填寫表格 SF/IM/1607 須知

For use by employers and foreign domestic helpers WHO ARE GOING TO TERMINATE their existing employment contract for the purpose of advanced contract renewal\*

### Statement of Termination of Employment Contract for the Purpose of Advanced Contract Renewal

I, \_\_\_\_\_ (“the Employer”, holder of Hong Kong Identity Card/ Passport No.\* \_\_\_\_\_), hereby terminate the contract under D.H. Contract No. \_\_\_\_\_ with \_\_\_\_\_ (“the Helper”, holder of Hong Kong Identity Card/ Passport No.\* \_\_\_\_\_) effective on \_\_\_\_\_ (date) by giving one month’s notice in writing/ one month’s wages in lieu of notice\* for the purpose of advanced contract renewal.

\_\_\_\_\_  
(Signature of Employer)

\_\_\_\_\_  
(Date)

### Employer’s Undertaking to the Helper

I, \_\_\_\_\_ (the Employer), hereby confirm that:

- (1) I intend to enter into a new contract of employment with \_\_\_\_\_ (the Helper) which will take effect immediately following the termination of the contract under D.H. Contract No. \_\_\_\_\_ (“the existing contract”) on \_\_\_\_\_ (date).
- (2) In the event that the new contract fails to commence immediately after the termination of the existing contract for whatever reasons, I undertake to regard the Helper as continuing in the employment with me during the period between the termination of the existing contract and the commencement of the new contract for the purpose of reckoning the existing and future entitlements under the Employment Ordinance and his/her\* employment contract.

\_\_\_\_\_  
(Signature of Employer)

\_\_\_\_\_  
(Date)

### Acknowledgment of Termination of Employment Contract and Acceptance of Advanced Contract Renewal

I, \_\_\_\_\_ (the Helper), acknowledge the termination of the contract under D.H. Contract No. \_\_\_\_\_ by \_\_\_\_\_ (the Employer) effective on \_\_\_\_\_ (date) and I accept an advanced contract renewal with the Employer pursuant to the Employer’s Undertaking signed above.

\_\_\_\_\_  
(Signature of Helper)

\_\_\_\_\_  
(Date)

- \* Delete where appropriate  
② “Advanced Contract Renewal” refers to the termination of an existing employment contract before its expiry to be followed by a new contract between the same Employer and Helper.

The existing contract is still **VALID** on the date of signing this ‘Undertaking’.

簽署「承諾書」當日**尚未**終止僱傭合約。

According to the Standard Employment Contract for foreign domestic helpers, the employer has obligation to give the Helper **one month’s notice or one month’s wages in lieu of notice** to terminate the contract. If the employer is unable to give sufficient notice, he/she **must** give payment in lieu of notice for the remaining days of the notice period.

根據外傭標準僱傭合約，僱主有責任給予外傭**一個月**的通知或代通知金以終止合約。如通知期不足，僱主**必須**按通知期不足的日數向外傭支付代通知金。

Please fill in the date when the employment contract will have ended in effect.  
(The same date should be entered in the three spaces provided)

請填寫僱傭合約終止的實際日期  
(三處空白位置應填寫同一日期)

備註：

承諾書的中譯本載於入境事務處表格 SF/IM/1607a。  
請注意：該中譯本**只供參考**，請以英文本填寫及遞交。

Number of the existing contract (i.e., the contract **to be terminated**).

將會終止的僱傭合約號碼。

# Guidance Notes for completing Form SF/IM/1607

## 填寫表格 SF/IM/1607 須知

For use by employers and foreign domestic helpers **WHO HAVE TERMINATED** their employment contract for the purpose of advanced contract renewal\*

### Employer's Undertaking to the Helper for the Purpose of Advanced Contract Renewal

I, \_\_\_\_\_ (the Employer), hereby confirm that –

- (1) I, \_\_\_\_\_ (“the Employer”, holder of Hong Kong Identity Card/ Passport No.\* \_\_\_\_\_), terminated the contract under D.H. Contract No. \_\_\_\_\_ (“the existing contract”) with \_\_\_\_\_ (“the Helper”, holder of Hong Kong Identity Card/ Passport No.\* \_\_\_\_\_) effective on \_\_\_\_\_ (date) by giving one month's notice in writing/ one month's wages in lieu of notice\* for the purpose of advanced contract renewal.
- (2) A new contract of employment with the same Helper to take effect immediately following the termination of the existing contract has been signed.
- (3) In the event that the new contract fails/failed to commence immediately after the termination of the existing contract for whatever reasons, I undertake to regard the Helper as continuing in the employment with me during the period between the termination of the existing contract and the commencement of the new contract for the purpose of reckoning the existing and future entitlements under the Employment Ordinance and his/her\* employment contract.

\_\_\_\_\_  
(Signature of Employer)

\_\_\_\_\_  
(Date)

### Acknowledgment of Termination of Employment Contract and Acceptance of Advanced Contract Renewal

I, \_\_\_\_\_ (the Helper), acknowledge the termination of the contract under D.H. Contract No. \_\_\_\_\_ by \_\_\_\_\_ (the Employer) effective on \_\_\_\_\_ (date) and I accept an advanced contract renewal with the Employer pursuant to the Employer's Undertaking signed above.

\_\_\_\_\_  
(Signature of Helper)

\_\_\_\_\_  
(Date)

\* Delete where appropriate

@ “Advanced Contract Renewal” refers to the termination of an existing employment contract before its expiry and to be followed by a new contract between the same Employer and Helper.

The existing contract has already been **TERMINATED** on the date of signing this ‘Undertaking’ (space)

簽署「承諾書」當日已終止僱傭合約

According to the Standard Employment Contract for foreign domestic helpers, the employer has obligation to give the Helper **one month's notice or one month's wages in lieu of notice** to terminate the contract. If the employer is unable to give sufficient notice, he/she **must** give payment in lieu of notice for the remaining days of the notice period.

根據外傭標準僱傭合約，僱主有責任給予外傭一個月的通知或代通知金以終止合約。如通知期不足，僱主必須按通知期不足的日數向外傭支付代通知金。

Please fill in the date when the employment contract has ended in effect.

(The same date should be entered in the two spaces provided)

請填寫僱傭合約已終止的實際日期  
(兩處空白位置應填寫同一日期)

備註：

承諾書的中譯本載於入境事務處表格 SF/IM/1607a。

請注意：該中譯本只供參考，請以英文本填寫及遞交。

Number of the existing contract (i.e., the contract that has been **terminated**).

已終止的僱傭合約號碼。