



此欄由辦理機關處理
FOR OFFICIAL USE ONLY

檔案條碼 Reference barcode

旅行證件加蓋簽注申請表
Application for an Endorsement
to a Travel Document

- 注意： (i) 領取本表格無須繳費。
Note : This form is issued free of charge.
- (ii) 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.
- (iii) 申請簽注時，申請人必須遞交證明文件。
Documentary evidence will be required for any endorsement applied for.
- (iv) 有關簽注收費，請參閱收費表(ID 912)。
The fee for an endorsement is shown in the fee leaflet (ID 912).
- (v) ☐ 請在適當方格內填上「✓」號。
Please tick as appropriate.

1. 個人資料 Personal Particulars

姓名 (中文) (如有)
Name in Chinese (if any)

婚前姓氏 (如適用)
Maiden surname (if applicable)

姓 (英文)
Surname in English

名 (英文)
Given names in English

性別
Sex

☐ 男
Male

☐ 女
Female

出生日期
Date of birth

日 dd

月 mm

年 yyyy

出生地點
Place of birth

別名 (如有)
Alias (if any)

(中文)
in Chinese

姓 (英文)
Surname in English

名 (英文)
Given names in English

香港身份證號碼 (如有)
HK identity card no. (if any)

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國籍／原居地 (適用於內地、澳門及台灣居民)
Nationality/Place of domicile (applicable to Mainland, Macao and Taiwan residents)

電郵地址 (如有)
E-mail address (if any)

香港地址 (請於邊界內填寫) Address in Hong Kong (please fill in within border)

聯絡電話號碼
Contact telephone no.

內線
Ext.

職業
Occupation

任職公司名稱 (如適用)
Name of employing company (if applicable)

上次抵港日期
Date of last arrival in the HKSAR

日 dd

月 mm

年 yyyy

獲准在港逗留至
Permitted to remain until

日 dd

月 mm

年 yyyy

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. 申請詳情 Application Details

甲、轉移簽注 A. Transfer of Endorsement

	原載有簽注的旅行證件 Travel document containing the endorsement	須加蓋簽注的旅行證件 Travel document requiring the endorsement
類別 Type		
編號 Number		
簽發日期 Date of issue	<div><div></div><div></div>日 dd</div> <div><div></div><div></div>月 mm</div> <div><div></div><div></div><div></div><div></div>年 yyyy</div>	<div><div></div><div></div>日 dd</div> <div><div></div><div></div>月 mm</div> <div><div></div><div></div><div></div><div></div>年 yyyy</div>
簽發地點 Place of issue		

乙、轉移旅行證件簽注的理由 B. Reason for Transfer of an Endorsement

<input type="checkbox"/> 頁數已用罄 Pages fully used	<input type="checkbox"/> 遺失 (如遺失旅行證件，請附上警察報失紙) Loss (please attach 'Loss Memo' from the Police if travel document was lost)
<input type="checkbox"/> 其他 (請註明) Others (please specify) _____	

3. 申請人的聲明 Declaration of Applicant

本人向香港特別行政區入境事務處遞交本申請，謹此作出以下聲明：

In submitting this application to the Immigration Department of the Hong Kong Special Administrative Region, I declare the following:

- (i) 本人同意為處理本申請個案而進行任何所需的查詢。
I consent to the making of any enquiries necessary for the processing of this application.
- (ii) 就本人所知所信，在本申請表內所填報的各項資料均屬正確、完備和真實。
All information given in this application form is correct, complete and true to the best of my knowledge and belief.

日期
Date _____

申請人簽署
Signature of applicant _____



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別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.

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:

向延期逗留組遞交的申請

香港灣仔
告士打道七號
入境事務大樓
總入境事務主任（延期逗留）
電話：(852) 2829 3123

For applications submitted to Extension Section

Chief Immigration Officer (Extension)
Immigration Tower
7 Gloucester Road, Wan Chai, Hong Kong
Tel.: (852) 2829 3123

向外籍家庭傭工組遞交的申請

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

For applications submitted to Foreign Domestic Helpers Section

Chief Immigration Officer (Foreign Domestic Helpers)
Immigration Tower
7 Gloucester Road, Wan Chai, Hong Kong
Tel.: (852) 2829 3176

向其他簽證及入境許可組遞交的申請

香港灣仔
告士打道七號
入境事務大樓
總入境事務主任（其他簽證及入境許可）
電話：(852) 2829 3223

For applications submitted to Other Visas and Permits Section

Chief Immigration Officer (Other Visas and Permits)
Immigration Tower
7 Gloucester Road, Wan Chai, Hong Kong
Tel.: (852) 2829 3223

向優秀人才及內地居民組遞交的申請

香港灣仔
告士打道七號
入境事務大樓
總入境事務主任（優秀人才及內地居民）
電話：(852) 2294 2050

For applications submitted to Quality Migrants and Mainland Residents Section

Chief Immigration Officer (Quality Migrants and Mainland Residents)
Immigration Tower
7 Gloucester Road, Wan Chai, Hong Kong
Tel.: (852) 2294 2050

向入境事務處各分處遞交的申請

香港中環
統一碼頭道三十八號
海港政府大樓二樓
總入境事務主任（證件管理）
電話：(852) 2852 3646

For applications submitted to Immigration Branch Offices

Chief Immigration Officer (Documents Management)
2/F, Harbour Building, 38 Pier Road, Central, Hong Kong
Tel.: (852) 2852 3646

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



附錄

在《延長逗留期限申請表》(ID91)及《旅行證件加蓋簽注申請表》(ID405)的「收集個人資料的目的」第3部分「查閱個人資料」中，就有關申請表內的個人資料的查詢，包括查閱或改正，可向下列新增的人員提出：

向輸入勞工組遞交的申請

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

香港特別行政區政府

入境事務處

二零二三年六月

ID91及ID405的附錄

Addendum

For Part 3 on “Access to Personal Data” under “Statement of Purpose” in the forms “Application for Extension of Stay” (ID91) and “Application for an Endorsement to a Travel Document” (ID405), the following officer is added to whom enquiries concerning the personal data collected by means of the application form, including making of access and corrections, can be addressed to:

For applications submitted to Admission of Labour Section

Chief Immigration Officer (Admission of Labour)

Immigration Tower

7 Gloucester Road, Wan Chai, Hong Kong

Tel.: (852) 2829 3136

Immigration Department
The Government of the Hong Kong
Special Administrative Region
June 2023