

注意

- 身份證持有人須將下列變更事項呈報：
婚姻狀況，申報的國籍，職業，住宅及／或辦事處地址變更。
請將背頁所載的表格填妥，然後寄回人事登記處處長。
- 若要更新個人人士的人事登記紀錄，每位身份證持有人（十八歲以下者除外）均須簽署作實。
- 在報告更正事項時作虛假陳述或提供在要項上屬虛假的資料，即屬違法。

有關收集個人資料的目的

收集資料的目的

- 你是在是項通知書所提供的個人資料，香港特別行政區政府入境事務處會用作下列一項或多項的用途：
 - 根據《人事登記條例》(第 177 章) 及其附屬規例，辦理你申請登記及申請身份證事宜；
 - 根據《陪審團條例》(第 3 章) 以便高等法院司法常務官制定陪審員的臨時名單；
 - 以便選舉事務處修訂選民登記冊；
 - 根據《人事登記條例》(第 177 章) 及其附屬規例，行使權力和執行職務，包括按政務司司長根據《人事登記條例》第 11 條所作的書面批准披露資料；
 - 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；
 - 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，將你的資料供作核對用途；
 - 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
 - 供作法例規定、授權或准許的其他合法用途。

根據《人事登記規例》(第 177A 章)，登記人士必須提供其個人資料。若你無合理辯解而沒有遵從有關法例規定，即會觸犯法例。此外，如果你未能提供充分個人資料，本處亦無法辦理你的申請。

資料轉交的類別

- 為了上文第 1 段所述的目的，你在本表格內所提供的個人資料或會向其他政府決策局、部門或機構披露。

查閱個人資料

- 根據《個人資料(私隱)條例》第 18 及 22 條以及附表 1 第 6 項原則，你有權查閱及改正你的個人資料。你的查閱權利包括在繳交有關費用後，索取你在本表格內所提供的個人資料的副本。
- 如就本表格所收集的個人資料有任何查詢，包括查閱或改正有關資料，可向下列人員提出：

香港 灣仔
告士打道 7 號
入境事務大樓 12 樓
行政主任(人事登記) 支援
電話：2829 3429

查詢

- 如有任何查詢，請瀏覽入境事務處網頁的「常見問題」：www.immd.gov.hk/cht/html/faq.htm。你亦可致電查詢熱線 (2824 6111) 或以圖文傳真 (2877 7711) 或電郵：enquiry@immd.gov.hk 向入境事務處查詢及聯絡組提出。

Note

- Identity Card holders are required to report the following changes in their registered particulars:
Marital status, nationality claimed, occupation and change of residential and/or occupational address.
Please complete the form overleaf and return it to the Commissioner of Registration.
- Signature is required for each identity card holder (except those aged below 18) who wish to update his/her records kept by the Commissioner of Registration.
- It is an offence in law to make a statement or furnish information upon report corrections which is false in any material particular.

Statement of Purpose

Purpose of Collection

- The personal data furnished in the notification will be used by Immigration Department, the Government of the HKSAR for one or more of the following purposes:
 - to process your application for registration and application for an identity card under the Registration of Persons Ordinance (Chapter 177) and its subsidiary Regulations;
 - to enable the Registrar of the High Court to compile a provisional list of jurors under the Jury Ordinance (Chapter 3);
 - to enable the Registration and Electoral Office to revise the electoral register;
 - to exercise the powers and carry out the duties under the Registration of Persons Ordinance (Chapter 177) and its subsidiary Regulations including disclosure of information as permitted in writing by Chief Secretary for Administration by virtue of section 11 of the Registration of Persons Ordinance;
 - 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;
 - to process other person's application for immigration facilities in which you are named as a sponsor or referee;
 - 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
 - any other legitimate purposes as may be required, authorised or permitted by law.

The provision of personal data is obligatory for registration under the Registration of Persons Regulations (Chapter 177A). Any person who without reasonable excuse, fails to comply with the statutory requirement shall be guilty of offences under the Ordinance. In addition, if you do not provide sufficient information, we would not be able to process your application.

Classes of Transferees

- The personal data you provide may be disclosed to government bureaux, departments and other organisations for the purposes mentioned in paragraph 1 above.

Access to Personal Data

- 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. 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.
- Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be addressed to:

Executive Officer (Registration of Persons) Support
12/F Immigration Tower,
7 Gloucester Road,
Wanchai, Hong Kong
Tel: 2829 3429

Enquiries

- If you have any enquiry, please refer to the "Frequently Asked Questions" on the Immigration Department website: www.immd.gov.hk/cht/html/faq.htm. You may also call our enquiries hotline at 2824 6111, or send your questions to our Information and Liaison Section by fax: 2877 7711 or e-mail at enquiry@immd.gov.hk.

請在此貼上郵票
Affix stamp
here

香港灣仔
告士打道七號
入境事務大樓
人事登記處處長收

Commissioner of Registration
Immigration Tower
7 Gloucester Road
Wan Chai
Hong Kong

變更登記事項通知書
NOTIFICATION OF CHANGE OF PARTICULARS
PREVIOUSLY REGISTERED



致：人事登記處處長 To: Commissioner of Registration

事項 DETAILS	申請人個人資料 APPLICANT'S PERSONAL PARTICULARS	配偶個人資料 SPOUSE'S PERSONAL PARTICULARS
1. 身份證號碼 Identity Card No.	()	()
2. 中文全名 (先寫姓氏) Name in Chinese (Surname first)		
3. 英文全名 (先寫姓氏) Name in English (Surname first)		
4. 身份證上中文電碼 Chinese Commercial Code as shown on Identity Card		
5. 職業 Profession/occupation		
6. 婚姻狀況 Marital status 在適當的方格內劃上 '✓' 號 Put a '✓' in the appropriate box	<input type="checkbox"/> 單身 / <input type="checkbox"/> 已婚 / <input type="checkbox"/> 分居* / <input type="checkbox"/> 離婚* / <input type="checkbox"/> 喪偶* Single / Married / Separated* / Divorced* / Widowed*	已婚 Married
7. 申報的國籍 Nationality claimed		
8. 香港住址 Residential address in Hong Kong	聯絡電話號碼* Contact telephone no.*	聯絡電話號碼* Contact telephone no.*
9. 業務地址 (如有的話) Business address (if any)	電話號碼* Telephone no.*	電話號碼* Telephone no.*
10. 旅行證件號碼 Travel Document No. (只供沒有香港居留權的人士填寫) (To be completed by person who does not have the right of abode in Hong Kong)		
11. 在適當的方格內劃上 '✓' 號，有關變更事項將由本處轉知有關機構 Put a '✓' in the appropriate box and the information supplied will be forwarded to the organisation concerned via this department.	已登記的選民 A Registered Elector	已登記的選民 A Registered Elector
12. 簽名 ^ Signature(s)^		
13. 日期 Date		

請在下面方格內填上姓名及通訊地址
Please ENTER your name and postal address in the box below.

姓名 Name
地址 Address

先生/女士：
來函關於變更登記事項經已收到。
此項通知可使本處的紀錄保持準確，日後如有更改業務地址、居住地址、職業或婚姻狀況，仍希望你繼續通知本處。
人事登記處處長
(代行)

Dear Sir/Madam,

Thank you for your advice regarding the change(s) in your registered particulars.

It would be appreciated if you could continue to keep us informed of changes in your particulars (such as a new business or residential address, a change of occupation and a change in marital status), since this information is necessary for the proper maintenance of our records.

Yours faithfully,

()
for Commissioner of Registration

ROP 18 (3/2011)

* 可選擇填報 Optional item

^ 18 歲或以上人士必須提供簽名方會被接納更改資料 Signature is required for updating of change of particulars for person aged 18 or above.