

如何在外僱護照上貼上簽證標籤？

How to affix visa label(s) to the passport of the foreign domestic helper ("Helper")?

1



外僱姓名
Helper's Name
僱主姓名
Employer's Name
合約號碼
Contract No.



簽證標籤
Visa Label

收到外僱的簽證標籤後，請小心核對簽證標籤上的資料。如資料有誤，請與入境事務處聯絡。

Upon receipt of the Helper's visa label(s), please check carefully the information thereon and contact the Immigration Department if the information is incorrect.

2



簽證標籤
Visa Label

請把自動黏貼簽證標籤從底紙撕出，並貼在外僱護照的空白簽證頁上。

Please peel off the self-adhesive visa label(s) from the backing sheet(s) and affix it/them to the blank visa page(s) of the Helper's passport.

3

如獲發一張簽證標籤：

If **one** visa label has been issued:



請把簽證標籤垂直貼在空白簽證頁上。

Please affix the visa label in an upright position to a blank visa page.

如獲發兩張簽證標籤：

If **two** visa labels have been issued:



請把簽證標籤按右上角的號碼順序貼在左右兩頁相連的空白簽證頁上，號碼較小的簽證標籤貼在左頁，號碼較大的貼在右頁。

Please affix the visa labels in sequence according to the numbers on their top right corners to two opposite blank visa pages, with the label bearing a smaller number on the left and the one bearing a larger number on the right.

外僱與僱主須確保簽證標籤已妥為貼在外僱的護照上，並且留意簽證標籤上所示外僱的逗留條件和期限。

The Helper and the Employer should ensure that the visa label(s) has/have been properly affixed to the Helper's passport, and should also take note of the Helper's conditions and limit of stay as shown on the visa label(s).