

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
補充勞工優化計劃簽證／進入許可／
延長逗留期限申請表 (由申請人填寫)
Application Form for Visa/ Entry Permit/
Extension of Stay under Enhanced Supplementary Labour Scheme
(to be completed by the applicant)



此欄由辦理機關處理
FOR OFFICIAL USE ONLY

檔案條碼 Reference barcode

注意: (i) 有關申請手續及所需文件, 請參閱「補充勞工優化計劃」入境指南 [ID(C) 1002]。
Note: Please read the "Guidebook for Entry under Enhanced Supplementary Labour Scheme" [ID(E) 1002] 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.

警告: 根據香港法例, 任何人士如明知而故意申報失實或填報明知其為虛假或不相信為真實的資料, 即屬違法, 而該人所獲發的任何簽證／進入許可或獲准的逗留期限即告無效。

Warning: A person who knowingly and wilfully makes a statement or gives information which he/she knows to be false or does not believe to be true shall be guilty of an offence under the Laws of Hong Kong and any such visa/entry permit issued or permission to enter or remain in Hong Kong granted shall have no effect.

1. 申請類別 (請選擇下列申請類別) Application Type (Please select the type of application below)

(a) 簽證／進入許可 (新合約)

Visa/Entry Permit (new contract)

(b) 延長逗留期限 (完成現有合約的剩餘期間)

Extension of stay (for completion of the remaining period of the current contract)

(i) 與新僱主訂立合約 for a contract with a new employer

(ii) 與同一僱主續約 for contract renewal with the same employer

(iii) 替補輸入勞工 for replacement of an imported worker

2. 個人資料 Personal Particulars

姓名 (中文) (如適用)

Name in Chinese (if applicable)

婚前姓氏 (如適用)

Maiden surname (if applicable)

姓 (英文)

Surname in English

名 (英文)

Given names in English

別名 (如有)

Alias (if any)

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

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)

婚姻／關係狀況
Marital/
Relationship status

未婚 Bachelor/Spinster

已婚 Married

離婚 Divorced

分居 Separated

喪偶 Widowed

其他 Others _____

香港身份證號碼 (如有)

Hong Kong identity card no. (if any)

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內地身份證號碼 (如有)

Mainland identity card no. (if any)

旅行證件類別

Travel document type

旅行證件號碼

Travel document no.

簽發地點

Place of issue

簽發日期

Date of issue

日 dd

月 mm

年 yyyy

屆滿日期

Date of expiry

日 dd

月 mm

年 yyyy

現時住址 Present address

(請在界內填寫)
(please fill in within border)



固定住址 (如與上述不同)

Permanent address (if different from above)

(請在界內填寫)
(please fill in within border)



照片 Photograph

請在此處貼上近照一張
Affix one recent photograph here

(照片大小為不超過 55 乘 45 毫米
及不小於 50 乘 40 毫米)

(Photograph should not be
larger than 55mm x 45mm
and not smaller than 50mm x 40mm)

如申請屬於本表格第 1 部分所述的
(b) 類, 則無須貼上照片。
No need to affix a photograph here for
application type (b) stated in Part 1 of
this form.

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. 個人資料 (續) Personal Particulars (Continued)

電郵地址 (如有) E-mail address (if any)			
聯絡電話號碼 Contact telephone no.		傳真號碼 (如有) Fax no. (if any)	
現時定居國家/地區 Country/Territory of domicile	申請人是否在定居國家/地區獲得永久居留身份? Has the applicant acquired permanent residence in his/her country/territory of domicile? <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		
在定居國家/地區的居留時間 Length of residence in country/territory of domicile	<input type="text"/> 年 year(s)	<input type="text"/> 月 month(s)	

3. 擬來港就業時間 Proposed Stay in Hong Kong for Employment

(不適用於本表格第1部分所述的(b)類申請, 即延長逗留期限以完成現有合約的剩餘期間)
(Not applicable to application type (b) stated in Part 1 of this form, i.e. extension of stay for completion of the remaining period of the current contract)

擬抵港日期 Proposed date of entry	擬在港逗留時間 Proposed duration of stay
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4. 學歷/專業資格 Educational/Professional Qualifications

(不適用於本表格第1部分所述的(b)類申請, 即延長逗留期限以完成現有合約的剩餘期間)
(Not applicable to application type (b) stated in Part 1 of this form, i.e. extension of stay for completion of the remaining period of the current contract)

(i) 學歷 (按獲取資格的日期順序列出) Educational Qualifications (in chronological order)

曾就讀的學校/學院/大學/其他教育機構名稱 Name of school/college/university/other educational institution	主修科目 Major subject	獲頒發的學位/資格 Degree/Qualification obtained	就讀日期 Period of study	
			由 (月/年) From (mm/yy)	至 (月/年) To (mm/yy)

(ii) 專業/技術資格 (按獲取資格的日期順序列出) Professional/Technical Qualifications (in chronological order)

專業/技術資格 Professional/Technical qualifications	簽發機構/組織 Issuing authority/Organisation	簽發日期 Date of issue

5. 就業紀錄 (按任職日期順序列出) Employment Record (in chronological order)

(不適用於本表格第1部分所述的(b)類申請, 即延長逗留期限以完成現有合約的剩餘期間)
(Not applicable to application type (b) stated in Part 1 of this form, i.e. extension of stay for completion of the remaining period of the current contract)

公司/機構/僱主名稱及地址 Name and address of company/organisation/employer	職位/職業 Position/Occupation	工作性質 Nature of duties	任職日期 Period of employment	
			由 (月/年) From (mm/yy)	至 (月/年) To (mm/yy)

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.	<p>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.</p> <p>日期 _____ 申請人簽署 _____ Date _____ Signature of applicant _____</p>
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6. 延長逗留期限 Extension of Stay

(只適用於本表格第1部分所述的(b)類申請，即延長逗留期限以完成現有合約的剩餘期間)
(Only applicable to application type (b) stated in Part 1 of this form, i.e. extension of stay for completion of the remaining period of the current contract)

現時在港逗留的身份 Current status in Hong Kong

僱傭工作
Employment

其他 (請註明)
Others (Please specify) _____

現時獲准在港逗留至

Currently permitted to remain in Hong Kong until

日 dd 月 mm 年 yyyy

本人現申請延期逗留至

I now apply to extend my stay until

日 dd 月 mm 年 yyyy

以完成本人現有的僱傭合約的剩餘期間。

to complete the remaining period of my existing employment contract.

7. 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 (HKSAR), I declare the following:

- (i) (a) 本人從沒有更改姓名。
I have not changed my name before.
- 本人曾經更改姓名。曾用姓名如下：
I have changed my name and used the following name(s) before:
- _____
- (b) 本人從未被拒絕簽發簽證／進入許可入境香港，以及從未被拒絕入境／遞解／遣送或要求離開香港。
I have never been refused a visa/entry permit for entry into Hong Kong and have never been refused entry into, deported from, removed from or required to leave Hong Kong.
- 本人曾被拒絕簽發簽證／進入許可入境香港或曾被拒絕入境／遞解／遣送或要求離開香港。有關的日期及詳細資料如下：
I have previously been refused a visa/entry permit for entry into Hong Kong or have previously been refused entry into, deported from, removed from or required to leave Hong Kong. The date(s) and details are as follows:
- _____

以下第(i)(c)項的聲明只適用於本表第1部分所述的(a)(i)、(a)(ii)或(a)(iii)類申請。

The following declaration (i)(c) is only applicable to the application type (a)(i), (a)(ii) or (a)(iii) stated in Part 1 of this form.

- (c) 本人從未在香港或其他地方因任何罪行或違法行為被定罪。
I have never been convicted of any crimes or offences either in Hong Kong or elsewhere.
- 本人曾在香港或其他地方因任何罪行或違法行為被定罪。有關的日期及詳情如下：
I have previously been convicted of crime(s) or offence(s) in Hong Kong or elsewhere. The date(s) and details are as follows:
- _____
- (ii) 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.
- (iii) 本人同意為處理本申請個案而向任何機構或政府機關（包括在香港特別行政區境內或境外的）提供本人的資料。
I consent to releasing my information to any organisations and authorities, including those inside or outside the HKSAR, for the processing of this application.
- (iv) 本人授權所有公營及私營機構（包括在香港特別行政區境內或境外的）向香港特別行政區入境事務處提供為處理本申請個案所需的任何紀錄或資料。
I authorise all public and private organisations, including those inside or outside the HKSAR, to release any record or information which the Immigration Department of the HKSAR may require for the processing of this application.
- (v) 本人同意可將本申請表內各項資料提供予各政府決策局、部門（包括稅務局）及其他在香港特別行政區境內或境外的公、私營機構（包括強制性公積金計劃管理局）以作核對用途。
I consent to the use/disclosure of any information herein by/to any government bureaux, departments (including the Inland Revenue Department) and any other public or private organisations inside or outside the HKSAR (including the Mandatory Provident Fund Schemes Authority) for verification purposes.
- (vi) 本人明白任何人為本申請的目的而言，明知而故意申報失實或填報其明知為虛假或不相信為真實的資料，根據香港法例即屬違法，可被檢控及於其後被遣離香港。本申請可被拒絕，而任何已向申請人簽發、或已審核批准簽發的入境簽證／進入許可／延期逗留，或任何已施加於申請人的逗留條件，均可被宣告為無效。
I understand that any person who knowingly and wilfully makes a statement or gives information which he/she knows to be false or does not believe to be true for the purpose of this application shall be guilty of an offence under the Laws of Hong Kong and is liable to prosecution and subsequent removal from Hong Kong. This application may be refused, and that any visa/entry permit/extension of stay so granted or issued to him/her and any conditions of stay so imposed on him/her may become null and void.
- (vii) 本人明白如獲批准在港受僱，本人只可從事經批准的僱傭工作。除非事先獲得入境事務處及相關決策局、部門的批准，否則不能轉換工作。
I understand that the permission given to me to remain in Hong Kong for employment will be subject to the condition that I shall only engage in such employment as may be approved. Change of employment is not allowed unless prior permission is obtained from the Immigration Department and the relevant government bureaux or departments.
- (viii) * 如本人的進入許可申請獲得批准，本人將會向內地有關部門申辦《往來港澳通行證》（通行證）及有關的赴港簽注以來港就業。本人明白本人須於辦理入境手續時一併出示相關赴港簽注的通行證及簽發予本人的進入許可。本人明白如本人持用其他旅行證件，本人將會被拒入境。
* Should this application for an entry permit be successful, I will apply for an "Exit-entry Permit for Travelling to and from Hong Kong and Macao" (EEP) and the relevant exit endorsement from the relevant Mainland authorities for travelling to Hong Kong to take up employment. I understand that I should present my EEP bearing the relevant exit endorsement together with the entry permit granted to me for immigration arrival clearance. I understand that should I enter Hong Kong on other travel document, I will be refused entry to Hong Kong.
- (ix) 就本人所知所信，本申請表內所填報的各項資料均為正確、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

* 只適用於內地的中國居民，包括現時暫居於香港和澳門的內地居民申請進入香港就業。請將不適用者刪去。

Only applicable to the Chinese residents of the Mainland including those who are currently residing in Hong Kong or Macao on a temporary basis, and who are applying for entry to Hong Kong for employment. Please delete where inappropriate.



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；
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.

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 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:

新界將軍澳寶邑路 61 號
入境事務處總部行政大樓
總入境事務主任(輸入勞工)
電話：(852) 2829 3136

Chief Immigration Officer (Admission of Labour)
Administration Tower, Immigration Headquarters
61 Po Yap Road, Tseung Kwan O, New Territories
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