

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
聘用專業人士來港就業申請表(由聘用公司填寫)
Application for Employing Professionals in
Hong Kong (to be completed by the employing company)



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「專業人士來港就業入境指南」[ID(C) 991]。
Note: Please read the 'Guidebook for Entry for Employment as Professionals in Hong Kong' [ID(E) 991] 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.

1. 在港的聘用公司 **Employing Company in Hong Kong**

(i) 在港的聘用公司的資料 **Particulars of employing company in Hong Kong**

公司名稱 Name of the company	獲授權人士/聯絡人 Authorised person/Contact person
電郵地址 (如有) E-mail address (if any)	
網址 (如有) Website (if any)	
公司地址 (請在界內填寫) Company address (please fill in within border)	通訊地址 (請在界內填寫) Correspondence address (please fill in within border)

聯絡電話號碼 Contact telephone no.	內線 Ext.	傳真號碼 Fax no.
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商業登記證號碼 Business registration certificate no.	開業日期 Date of commencement of business
	日 dd 月 mm 年 yyyy

業務性質 Nature of business

如為附屬公司, 請填寫母公司的名稱及地址
If a subsidiary, state the name and address of the parent company

(ii) 受聘僱員(申請人)擬在港擔任職位的詳情 **Details of position offered to the employee (applicant) in Hong Kong**

僱員姓名 (英文) Name of employee (in English)	姓 Surname	名 Given names
職位名稱 Post title	公司內部調職(註 ¹) Intra-company transfer (Note ¹) <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	

擬給予僱員的月薪 (以港幣計算) Monthly salary offered to the employee (in HK\$)	其他附帶福利(請列明款額及類別, 例如房屋、醫療津貼、認股權等) Other fringe benefits (please specify the amount and type e.g. housing, medical allowances, share options etc.)
其他附帶福利按月的總值約數 (以港幣計算) Approximate total value of fringe benefits per month (in HK\$)	薪酬福利按月的總值 (以港幣計算) Total value of remuneration package per month (in HK\$)

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>聘用公司的授權人姓名和簽署及公司蓋章(註²) Name & signature of authorised person and company chop (Note²) _____</p> <p>日期 Date _____ 職位 Post title _____</p>
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註¹: 包括集團內部調職。

Note¹: Including intra-group transfer.

註²: 聘用公司可授權一名人士代表公司簽署。在此情況下, 獲授權人士應在簽署旁加蓋公司印章。

Note²: An authorised person may sign on behalf of the employing company. In such case, the company chop should be endorsed beside the signature.



(ii) 受聘僱員(申請人)擬在港擔任職位的詳情(續) Details of position offered to the employee (applicant) in Hong Kong (Continued)

職務範圍 (如有需要, 請另頁繼續。) Description of job duties (Continue on a separate sheet if necessary.)

如擬聘用的職位是現有職位, 請提供現時該職位的入職資格及薪酬。(如適用)
If the post offered is an existing position, please provide current qualifications required and salaries offered for the post. (if applicable)

請說明需要僱用申請人來港就業的理由及本職位未能由本地僱員擔任的原因。(只適用於根據「一般就業政策」及「輸入內地人才計劃」遞交的申請。)
Please state the justifications for employing the applicant in Hong Kong and reasons why the post cannot be filled by locals. (Only applicable to applications submitted under the General Employment Policy and the Admission Scheme for Mainland Talents and Professionals.)

(iii) 公司的財政狀況 Financial standing of the company

過去兩年的公司營業額 Value of turnover of the company in the past 2 years

年份 Year / 港幣 HK\$ ('000) (千元)

年份 Year / 港幣 HK\$ ('000) (千元)

繳足股本 Paid-up capital

港幣 HK\$:

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.

聘用公司的授權人姓名和簽署及公司蓋章(註²)
Name & signature of authorised person and company chop (Note²) _____

日期 Date _____ 職位 Post title _____

註²: 聘用公司可授權一名人士代表公司簽署。在此情況下, 獲授權人士應在簽署旁加蓋公司印章。

Note²: An authorised person may sign on behalf of the employing company. In such case, the company chop should be endorsed beside the signature.



(iv) 公司現時在本港聘用的僱員人數 Number of staff currently employed by the company in Hong Kong

聘用公司現時在本港的僱員人數 (截至)
Present staffing position of the employing company in Hong Kong as at

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日 dd 月 mm 年 yyyy

本地僱員 Local

非本地僱員 Non-local

(1) 專業、管理及督導階層僱員人數
Number of professional, managerial, & supervisory staff

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(2) 其他僱員人數 Number of other staff

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(v) 公司在本港聘用非本地僱員的資料 Information of employing non-local staff by the company in Hong Kong

(1) 在緊接本申請前的十八個月內，公司曾否為非本地僱員成功申請工作或受訓簽證／進入許可？
Did your company successfully obtain an employment or training visa/entry permit for non-local staff in the past 18 months immediately before the submission of this application?

有 Yes

請提供最近受聘或受訓的非本地僱員在本處的申請檔案號碼。
Please provide the application reference in our department of the latest non-local staff being employed or trained.

(檔案號碼 Reference no.: _____)

沒有 No

(2) 在緊接本申請前的十八個月內，公司曾否根據補充勞工計劃向勞工處遞交輸入勞工來港就業申請？
Did your company submit any application(s) to import worker(s) into Hong Kong under the Supplementary Labour Scheme to the Labour Department in the past 18 months immediately before the submission of this application?

有 Yes

請提供申請檔案號碼：
Please provide the application reference no.: _____

申請職位名稱 Applied post title _____ 申請勞工數目 Number of worker(s) applied _____

申請日期 Date of application _____

申請結果 Application result 獲批准 Approved 不獲批准 Not approved

沒有 No

**2. 在港聘用公司的陳述說明及聲明 (由獲授權人士作出陳述說明及聲明)
Employing Company's Statement and Declaration (To be made and declared by an authorised person)**

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.

本人同意可將此申請表內各項資料提供予各政府部門(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 Hong Kong Special Administrative Region (including the Mandatory Provident Fund Schemes Authority) for verification purposes.

本人承諾倘申請人在入境事務處處長所批准的逗留期限屆滿時仍未離港，本人願意承擔責任，將申請人遣返(填上原居地)_____。
I undertake to assume responsibility for the applicant's repatriation to (place of domicile)_____ if at the expiry of limit of stay granted by the Director of Immigration, the applicant fails to leave Hong Kong.

本人承諾會將申請人在本港就業情況的任何變更或終止事宜通知入境事務處處長。
I undertake to inform the Director of Immigration of any changes or cessation in the applicant's employment in Hong Kong.

本人確認已盡力在本港進行招聘工作，但未能覓得合適的本地人擔任有關職位。(如未能確認已盡力在本港進行招聘工作，請說明原因：_____
(如有需要，可用另頁填寫。)(只適用於根據「一般就業政策」及「輸入內地人才計劃」遞交的申請。)
I confirm that genuine efforts have been made to recruit suitable local candidate but without success. (Please state reasons if unable to confirm that genuine efforts have been made to recruit suitable local candidate: _____) (Use a separate sheet if necessary.) (Only applicable to applications submitted under the General Employment Policy and the Admission Scheme for Mainland Talents and Professionals.)

就本人所知所信，本人聲明在本申請表內所填報的各項資料均屬正確、完備和真實。
I declare that all information given in this application form is correct, complete and true to the best of my knowledge and belief.

聘用公司的授權人姓名
和簽署及公司蓋章(註²)
Name & signature of
authorised person and company chop (Note²)

日期 Date _____

職位 Post title _____

註²: 聘用公司可授權一名人士代表公司簽署。在此情況下，獲授權人士應在簽署旁加蓋公司印章。
Note²: An authorised person may sign on behalf of the employing company. In such case, the company chop should be endorsed beside the signature.



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 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:

- 非本地畢業生留港／回港就業安排及輸入內地人才計劃
Immigration Arrangements for Non-local Graduates and Admission Scheme for Mainland Talents and Professionals

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	Chief Immigration Officer (Quality Migrants and Mainland Residents) Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong Tel.: (852) 2294 2050
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- 一般就業政策 General Employment Policy

香港灣仔告士打道七號 入境事務大樓 總入境事務主任（就業及旅遊簽證） 電話：(852) 2294 2299	Chief Immigration Officer (Employment and Visit Visas) Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong Tel.: (852) 2294 2299
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- 輸入中國籍香港永久性居民第二代計劃 Admission Scheme for the Second Generation of Chinese Hong Kong Permanent Residents

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