

**Immigration Department, the Government of
the Hong Kong Special Administrative Region**



FOR OFFICIAL USE ONLY

Reference barcode

Sponsor's Certificate
(to be completed by sponsor)

- Note:**
- (i) This form is issued free of charge.
 - (ii) Please complete this form in BLOCK letters using black or blue pen.
 - (iii) Either Part 1 or Part 2 must be filled out.
 - (iv) Please tick as appropriate.
 - (v) * Please delete where inappropriate.

1. Particulars of Sponsor/Empolyer (if sponsor/employer is an employing/sponsoring company or a school, please fill in this part)

Company name/School name in Chinese (if applicable)

Company name/School name in English

Business registration certificate no.
(if applicable)

E-mail address (if any)

Address (please fill in within border)



Authorised person/Contact person

Designation

Contact telephone no.

Ext.

Fax no.

2. Particulars of Sponsor/employer (if sponsor/employer is an individual, please fill in this part)

Name in Chinese (if any)

Surname in English

Given names in English

Sex Male Female

Date of birth

dd

mm

yyyy

HK identity card no. (if any)

Nationality/Place of domicile (applicable
to Mainland, Macao and Taiwan residents)

Relationship with applicant

Occupation

Sponsor's current limit of stay in HK (if applicable)

E-mail address (if any)

Address (please fill in within border)



Contact telephone no.

Ext.

Fax no.

Monthly income (if any)

\$

Total asset value (if no regular monthly income)
(in Hong Kong dollars)

\$

Please complete this column if this
form is a photocopy or downloaded
copy.



The information given on this page is correct, complete and true.

Date

Name & signature of sponsor
or authorised person and
company chop



3. Particulars of Applicant

Name in Chinese (if any)

Surname in English

Given names in English

Sex Male Female

Date of birth

dd

mm

yyyy

Purpose of coming to Hong Kong

Employment Residence/Dependant Study Others (please specify) _____

4. Sponsor's Certificate and Undertaking

- (i) I certify from my personal knowledge of the applicant that I am able to strongly support the applicant as a person whom I believe:
- (a) is suitable to be allowed into the Hong Kong Special Administrative Region (HKSAR) for the purpose stated;
 - (b) will abide by the laws of Hong Kong while remaining in the HKSAR;
 - (c) will leave the HKSAR on the expiry of stay granted by Immigration Department, the Government of the HKSAR; and
 - * (d) will not work in any non-contractual address and for non-contractual duties.
- (ii) I consent to the Director of Immigration making any enquiries necessary for processing the application.
- (iii) In consideration of the applicant's proposed stay in the HKSAR, I undertake to assume responsibility for the applicant's repatriation to (*place of domicile*) _____ if at the expiration of stay granted by Director of Immigration, the applicant fails to leave the HKSAR.
- (iv) * I also undertake to inform the Director of Immigration of any changes or cessation in the applicant's employment/investment/training in Hong Kong.
- (v) * I also undertake to seek approval from the Director of Immigration prior to applicant's transfer to any educational institution/course of study in Hong Kong and inform him the cessation in the applicant's education here.
- (Note: An authorised person may sign on behalf of the employing/sponsoring company or educational institution. In such case, the company/institution stamp should be endorsed beside the signature.)**

I declare that all information given in this application form is correct, complete and true to the best of my knowledge and belief.

Name & signature of sponsor or authorised person and company chop _____

Date _____

Designation _____



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(包括在香港特別行政區境內或境外的)。

The personal data you provide may be disclosed to government bureaux, departments and other organisations, including those inside or outside the HKSAR, 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:

向就業及旅遊簽證組遞交的申請

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(就業及旅遊簽證)
電話：(852) 2294 2299

For applications submitted to Employment and Visit Visas Section

Chief Immigration Officer (Employment and Visit Visas)
Administration Tower, Immigration Headquarters
61 Po Yap Road, Tseung Kwan O, New Territories
Tel.: (852) 2294 2299

向延期逗留組遞交的申請

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(延期逗留)
電話：(852) 2829 3123

For applications submitted to Extension Section

Chief Immigration Officer (Extension)
Administration Tower, Immigration Headquarters
61 Po Yap Road, Tseung Kwan O, New Territories
Tel.: (852) 2829 3123

向其他簽證及入境許可組遞交的申請

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(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)
Administration Tower, Immigration Headquarters
61 Po Yap Road, Tseung Kwan O, New Territories
Tel.: (852) 2829 3223

向優秀人才及內地居民組遞交的申請

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(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)
Administration Tower, Immigration Headquarters
61 Po Yap Road, Tseung Kwan O, New Territories
Tel.: (852) 2294 2050

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