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<u>聘用公司</u>填寫)

Application for Employing Professionals in Hong Kong (to be completed by the employing company)

有關申請手續及所需交件,請參閱「專業人士來港就業入境指南」[ID(C) 991]。 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.

(iv) 🗆 請	育在適當方	格內塡		」號。	☐ Ple	ase tic	k as ap						Ü	black		•										
1. 在港的聘																										
(i) 在港的聘			Parti	culars	of em	ployi	ing co	omp	any																	
公司名稱 Name o	f the comp	any									獲授	權人士	t/I	聯絡.	人 A	utho	rised	per	son/C	onta	et pe	erson				
電郵地址 (如有) E-mail address (if a																										
網址 (如有) Website (if any) 公司地址 (請在:												地址														
										-	-															
聯絡電話號碼 Contact telephone r	10.						內線 Ext.					傳 Fax	其號(no.	碼												
商業登記證號碼 Business registration certificate no.												Date	美日 e of c usine	omm	ence	ment			∃ dd			∃ mm		年y	ууу	
如爲附屬公司, If a subsidiary, state	the name	and add	ress of	the pare	ent con																-					
(ii) 受聘僱員		残 仕 科	世 7月	:職位	的評价	胃 De	etails	01 [posit	ion	offer	ed to	the e	empl	oyee	(ap	plica	ant,) in H	lon	g K	ong				
僱員姓名 (英文) Name of employee	姓 Surname	L																								
(in English)	名 Given nam	nes																								
職位名稱 Post title														部調 mpan			(Not	e ¹)			是	Yes	1		否	No
擬給予僱員的月 Monthly salary offe 其他附帶福利(請	red to the	employe	ee (in H		療津貼	、認力	投權等	Ot	ther fi	ringe	e bene	efits (ple	ase sp	ecify tl	he am	ount a	nd typ	e e.g	. housi	ng, m	nedica	l allow	ances	, share	option	s etc.)
其他附帶福利接 Approximate total (in HK\$)	value of fri	nge bei	nefits p		h	Ι,			216.	err //	and the state of	薪酬 Total month	value ı (in I	of re	emun	erati	on pa									
Approximate total	value of fri	nge bei	nefits p		h							Total	value (in I E確	of re HK\$) 、完	emun 備和	erati]真質	on pa	icka	ge pe							
Approximate total (in HK\$) 如本表格爲影印	value of fri 本或從互 nis column	mge ber 聯網 if this	nefits p	er mont	h	TI 聘	ne info	rma 司自	tion g 勺授柞	giver 藿人	n on tl .姓名	Total month	value (in I E確 e is co	of reHK\$) 、完 orrect	備和 , con 蓋章	直真質 nplete	on pa	tru	ge pe							

註1:包括集團內部調職。

 $Note^1$: 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.



此欄由辦理機關處理

FOR OFFICIAL USE ONLY 檔案條碼 Reference barcode

(ii) 受聘僱員(申請人)擬在港擔任職位的詳情職務範圍(如有需要,請另頁繼續。) Description of job of		the employee (applicant) in Hong Kong (Continued)
如擬聘用的職位是現有職位,請提供現時該職位的 If the post offered is an existing position, please provide curre	入職資格及薪酬。 (如適用) nt qualifications required and salaries offer	red for the post. (if applicable)
的申請。) Please state the justifications for employing the applicant in under the General Employment Policy and the Admission Sch	Hong Kong and reasons why the post can eme for Mainland Talents and Professiona	於根據「一般就業政策」及「輸入內地人才計劃」遞交 mot be filled by locals. (Only applicable to applications submitted ls.)
(iii) 公司的財政狀況 Financial standing of the co		664 □ UII → D · I
過去兩年的公司營業額 Value of turnover of the company	/ in the past 2 years	繳足股本 Paid-up capital
年份 Year / 港幣 HK\$		(1000) (千元) HK\$:
年份 Year / 港幣 HK\$		('000) (千元)
如本表格爲影印本或從互聯網下載, 請填寫此欄。	在本頁內所填報的資料均屬正確、The information given on this page is con	
Please complete this column if this form is a photocopy or downloaded copy.	 聘用公司的授權人姓名和簽署及公	
	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。 Note 2 : 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	引用的僱員人數 Number of	staff currently emp	loyed by the compa	any in Hong Ko	ong	
			量員人數(截至) e employing company in Hong Ko	ong as at	日 dd 月 mm	年 yyyy		
(1)		含理及督導階 of professional,	i層僱員人數 managerial, & supervisory staff		本地僱員 Local		非本地僱員 Non-loca	<u> </u>
(2)	其他僱員	員人數 Numbe	r of other staff					
(v)	公司在	本港聘用非	本地僱員的資料 Information	tion of employing no	on-local staff by the	e company in H	Hong Kong	
(1)	在緊接Z Did your application	company succe	八個月內,公司曾否爲非本 essfully obtain an employment or	地僱員成功申請工作 training visa/entry perm	作或受訓簽證/進 iit for non-local staff i	入許可? n the past 18 mor	nths immediately before th	e submission of this
		有 Yes	請提供最近受聘或受訓的 Please provide the application			ocal staff being en	mployed or trained.	
			(檔案號碼 Reference no.:)
		沒有 No						
(2)	Did your	company subm	·八個月內,公司曾否根據補 nit any application(s) to import w ore the submission of this applicat 請提供申請檔案號碼:	rorker(s) into Hong Kontion?	g under the Suppleme	entary Labour Sch		
		13	Please provide the application i	reference no.:				
			申請職位名稱 Applied post title		甲言 Nur	青勞工數目 mber 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	d	
		沒有 No	11	11		11		
2.	大洪唯	田八司的	陳述說明及聲明 (由獲	运嫌 人工作山陆	沙沙田立 野田/			
4.			any's Statement and Decla				rised person)	
本力	同意爲	處理本申請個	国案而進行任何所需的查詢。					
I co	nsent to the	e making of any	enquiries necessary for the proce	essing of this application				
		将此申請表內 核對用途。	N各項資料提供予各政府部門	引(包括稅務局)及其個	也在香港特別行政區	區境內或境外的	内公、私營機構(包括強	制性公積金計劃
I co	nsent to th	e use/disclosu	re of any information herein by/t le or outside the Hong Kong Spe					
本/	承諾倘		意事務處處長所批准的逗留期 1000年					•
		_	sibility for the applicant's repatri irector of Immigration, the applica					_if at the expiry of
			本港就業情況的任何變更或終 ector of Immigration of any change			in Hong Kong.		
本人	確認已	盡力在本港進	连 行招聘工作,但未能覓得台					
beer	made to	recruit suitable	s have been made to recruit suitable local candidate:	ole local candidate but v	vithout success. (Ple	ease state reasons) (Use a sepa	arate sheet if necessary.)	genuine efforts have
			the General Employment Policy a ₹明在本申請表內所塡報的各			ts and Professiona	als.)	
			given in this application form is co			wledge and belief	f.	
和貧	管署及公	受權人姓名 司蓋章(註 ²)						
	ne & signa orised per		ny chop (Note²)					
日其	月 Dat	te		職位 Post ti	tle			

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。 Note 2 : 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



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;
- 在有關人士向入境事務處提出申請並提名你爲保證人或諮詢人時,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.

資料轉交的類別 Classes of Transferees



爲了執行上述的目的,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.

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 Čhai, Hong Kong Tel.: (852) 2294 2050

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

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)28293123

Chief Immigration Officer (Extension) Immigration Tower, 7 Gloucester Road,

Wan Chai, Hong Kong Tel.: (852) 2829 3123

-般査詢 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.: 傳真 Fax: (852) 2824 6111 (852) 2877 7711 郵 E-mail: enquiry@immd.gov.hk 網址 Website: www.immd.gov.hk

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