



此欄由辦理機關處理
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檔案條碼 Reference Barcode

終止外籍家庭傭工僱傭合約通知書
Notification of Termination of Employment Contract
with Foreign Domestic Helper

- 注意 Note:
- (i) 僱主與僱員雙方於終止合約時應遵守外籍家庭傭工僱傭合約第 10、11 及 12 條條款。
Both the employer and employee should observe Clauses 10, 11 and 12 of the Employment Contract upon termination of contract.
 - (ii) 僱傭合約一旦終止，僱員須於合約終止日起計的 14 天內或其逗留期限屆滿前(兩者以較早的日期為準)離港。
The employee has to leave Hong Kong within 14 days from the date of termination of contract or before the expiry of his/ her limit of stay, whichever is earlier.
 - (iii) 本通知書可傳真到 2157 9181 或郵遞至入境事務處。如以傳真發送，請勿再郵寄正本。本處在接獲通知書後會寄出書面確認予僱主。This notification may be sent by fax to 2157 9181 or by post to the Immigration Department. **Please do not send in the original if it has been sent by fax. Written acknowledgment will be sent to the employer on receipt of this notification.**
 - (iv) 領取本通知書無須繳費。This form is issued free of charge.
 - (v) 請用黑色或藍色筆以正楷填寫本通知書。Please complete this form in BLOCK letters using black or blue pen.
 - (vi) * 請將不適用者刪去。Please delete where inappropriate.

致：入境事務處處長
To: Director of Immigration (傳真號碼 Fax No. 2157 9181)

日期
Date : _____

*本人/我們 現通知貴處，下述僱傭合約 *已經/將會 終止。詳情如下：
I/ We hereby inform you that the Employment Contract with details below *was/will be terminated;

簽證檔號
Visa Ref. : / / ()

僱傭合約號碼
Employment Contract No. : _____

(請參照背頁式樣。 Please see sample overleaf.)

僱主資料 Employer's Information

僱主姓名 Name of Employer	香港身份證號碼 HK Identity Card No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ()
地址 Address	
日間聯絡電話號碼 Day time contact telephone number	

僱員資料 Employee's Information

僱員姓名 Name of Employee	香港身份證號碼 HK Identity Card No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ()
日間聯絡電話號碼 Day time contact telephone number	

合約終止日(一般為最後工作日)
Contract termination date (normally the last working day) :

<input type="text"/> <input type="text"/>	/	<input type="text"/> <input type="text"/>	/	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(日 dd)		(月 mm)		(年 yyyy)

終止合約原因 (可選擇是否填寫)
Reason for termination of contract (optional): _____

簽署 (僱主及僱員可各自填寫通知書或遞交同一份通知書，簽名式樣必須與僱傭合約上的簽署相符。)
Signature (Employer and Employee may complete a separate notification or use the same notification form. Signature should agree with that on the employment contract.)

僱主簽署 Signature of Employer	僱員簽署 Signature of Employee

